

American Fork

2019

Annual
Budget



City of American Fork, Utah
Fiscal Year 2018-2019 Annual Budget

City of American Fork, Utah

Annual Budget

Fiscal Year 2018-2019

Prepared By:
City of American Fork Administration
51 E Main St
American Fork, UT 84003-2381
www.afcity.org
Phone: (801) 763-3000
kmaurer@afcity.net



Table of Contents

INTRODUCTION.....	1
Elected/Appointed Officials	2
City Leadership	3
City-Wide Organizational Chart	4
Budget Message	5
Strategic Goals	9
Community Profile	10
 BUDGET AND FINANCIAL OVERVIEW	 13
Budget Process	14
Budget Timeline	16
Full-Time Equivalent Summary	17
Financial Structure	18
Fund and Operational Department Relationship	19
Fund Types and Descriptions	20
Revenue Manual	21
Financial Policies	42
Debt	55
Capital Projects	58
Capital Projects—Plans and Studies	61
Capital Projects—6 Year Plan	62
Fund Balances	66
Combined Fund Revenue and Expenditures	67
 GENERAL FUND BUDGETS	 69
General Fund Summary	70
General Fund Financing Sources	71
Executive	73
Legislative	74
Administration	75
Library	80
Learning Center	84
Police	86
Fire	91
Public Works	96
Administration	97
Streets	98
Building Maintenance	100

Table of Contents

GENERAL FUND CONTINUED

Building Inspection	102
Engineering.....	104
Parks & Recreation.....	106
Parks/Boat Harbor	106
Recreation	109
Cemetery	111
Planning.....	113
Citizen Committees	116
Senior Citizens	116
Beautification/Historical.....	117
Contracted Services	
Information Technology	118
Legal.....	119

SPECIAL REVENUE FUNDS..... 120

Municipal Building Authority	121
Fitness Center	122
Downtown Redevelopment.....	126
PARC Tax	127
Celebration.....	128
East Side RDA	129
Business Park RDA.....	130
Egg Farm EDA.....	131

DEBT SERVICE FUND BUDGET 132

CAPITAL PROJECT FUNDS 134

General Capital Projects.....	135
Capital Equipment.....	137
Impact Fee Funds	139
Meadows Fund.....	141

PERMANENT FUND 142

Table of Contents

ENTERPRISE FUNDS 144

 Culinary Water and Secondary Irrigation 145

 Sewer and Storm Drain 151

 Broadband..... 157

 Contracted Services—Sanitation and Recycling 158

INTERNAL SERVICE FUNDS..... 159

 Fleet Operations and Maintenance 160

 Fleet Capital 161

GLOSSARY 162



American Fork Fire Station

Introduction



MAYOR AND CITY COUNCIL

Mayor [Brad Frost](#)

Councilmember [Kevin Barnes](#)

Councilmember [Staci Carroll](#)

Councilmember [Barbara Christiansen](#)

Councilmember [Rob Shelton](#)

Councilmember [Clark Taylor](#)

APPOINTED OFFICIALS

City Administrator—[David H. Bunker](#)

City Recorder—[Terilyn Lurker](#)

City Treasurer—[Laurel Allman](#)

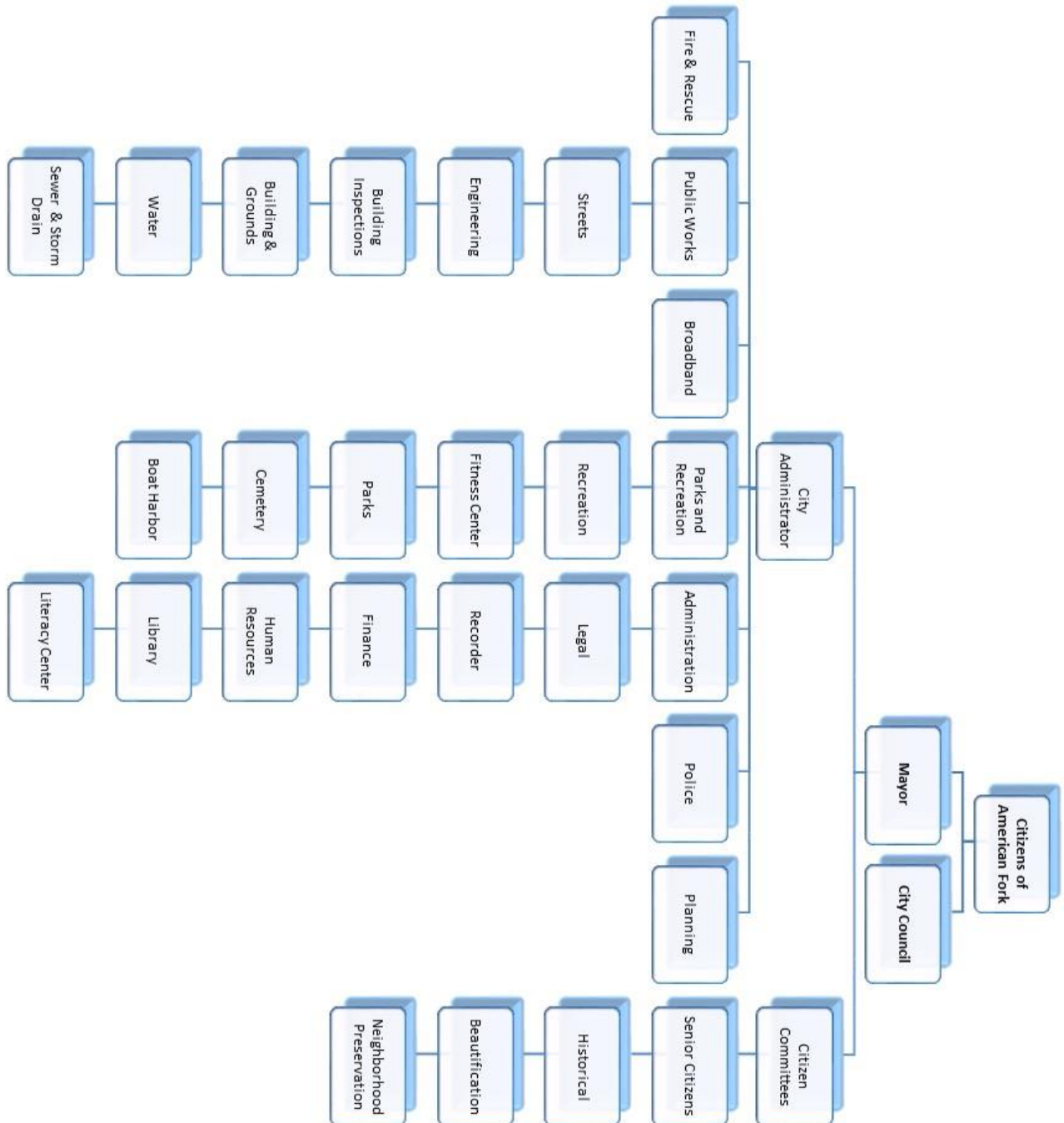
Fire Chief—[Aaron Brems](#)

Police Chief—[Darren Falslev](#)

City Leadership Team

City Administrator	David H. Bunker
Assistant to the City Administrator	Camden Bird
Police Chief	Darren Falslev
Fire Chief	Aaron Brems
City Attorney (Contract)	Timothy Merrill
City Recorder	Terilyn Lurker
Public Works Director	R. Scott Sensanbaugher
Finance Director	Kyle Maurer
Planning Director	Adam Olsen
Parks & Recreation Director	Derric Rykert
Broadband & Technology Director	George Schade

Organization Chart



Mayor, City Council, and Citizens of American Fork City,

We are pleased to provide the American Fork City budget for fiscal year 2019 for your review. The 2019 fiscal year, which begins July 1, 2018, and ends June 30, 2019, represents the proposed annual revenues and expenses throughout each fund within the budget. This budget has been prepared using budgetary practices and techniques recommended by the Government Finance Officers Association (GFOA). As required by State law, the proposed budget is balanced, meaning governmental expenditures will not exceed governmental revenues. In addition, the prepared budget also complies with City Code Sec. 3: Statutory Provisions Regulating Budget, Financial Reporting and Auditing. All matters with respect to adoption of a budget, financial reporting and auditing shall also be conducted within the City pursuant to the requirements of the Uniform Fiscal Procedures Act for Utah Cities, as contained in Chapter 6 of Title 10 of the Utah Code Annotated, 1953, as amended.

Within the framework and policies established by the City Council, this budget has been prepared after analyzing and evaluating detailed requests from each of the city departments, the city administration, and the City Council. In fact, the City engaged a “ground up” approach with the budget and analyzed each expenditure request from departments, administration, and the legislative body. This budget document provides a clear picture of the financial condition of the City and the planning needed to properly manage the financial resources and achieve top priorities for the coming year. As part of these planning and prioritization efforts, please consider the following highlights from this year’s budget:

GROWTH

Utah’s strong economy has consumers feeling confident in the State’s current growth trajectory and that same optimism prevails in American Fork City. Due to moderate growth projected in the City, revenue increases of 2.0 percent are anticipated for property tax, and growth in sales tax is anticipated to be 5.0 percent for the upcoming fiscal year. The City continues to expect growth in building-related revenue. The City’s utility funds (water, sewer, storm drain, and sanitation) expect single-digit percentage revenue increases due to increased customer bases. A modest inflationary rate increase for the culinary water fund is also included. However, the needs of the City far exceed the amount of new money available. The City prioritized the most critical requests and those that create an overall cost savings for the City.

PERSONNEL

The City’s population growth, and anticipated future growth, have placed additional demands on the City’s existing personnel. Full-time budgeted equivalent employees are expected to remain relatively flat at approximately 230. City employees are being expected to perform additional job duties at roughly the same rate of pay. In addition, due to Utah’s low unemployment rate (3.1%) and high employment growth rate (3.2%), city employees are in high demand with other governmental entities and agencies, and within the private sector. This budget proposes a small merit increase, which will be awarded to employees who have performed satisfactorily during the year as evidenced through a performance review. In addition, this budget includes increases in health care costs.

PUBLIC SAFETY

The proposed budget includes funding for two part-time records clerks in the police department, along

with an additional crossing guard. These are the only proposed personnel increases included in the budget. In order to keep the Police Department's vehicles current and on a rotation schedule, this budget proposes replacing six vehicles at a total cost of \$254,151. The proposed budget includes an additional \$323,000 for engineering and architectural design work for Fire Station 52. The budget also includes \$102,000 to replace three Zoll Z-Series machines with X-Series machines. This will allow the Fire department to interchange data with hospitals and provide better patient care. Small operational increases are also recommended for funding for both departments.

CAPITAL PROJECTS

A number of capital projects are proposed within the framework of the fiscal year 2018-2019 budget. Year two of the 10-year pavement management program is included at a cost of \$2,154,043. The program is funded through several revenue sources including Class C road funds, the previously adopted 2007 property tax increase, and capital projects fund balance. The total cost of the 10-year plan is expected to be over \$26 million dollars. Future road funding will need additional analysis to determine appropriate funding sources.

Also proposed for funding is the 700 North connection, which is funded by a grant through the Mountainland Association of Governments (MAG). This project is expected to cost \$1,452,000 (\$1,100,000 covered by the grant).

The Fitness Center has a number of maintenance and repair projects included in the budget totaling \$127,000. As the facility ages, the number of needed projects will increase to maintain the facility at an acceptable level.

The proposed water department budget includes a

number of capital projects totaling \$8,471,700, including:

- Spring Line Replacement—\$6,000,000
- 36" Water Line Design Work/Engineering—\$1,000,000
- Utility Betterments—\$500,000
- Upper Tank Rehabilitation Evaluation—\$100,000
- Site Study for Well in TOD (Transit Oriented Development) Area—\$100,000
- Other Water Line Replacement—\$771,700 (Partially Covered by Grant)

The sewer fund continues to reduce inefficiencies in the system with the annual slip lining program at a cost of \$300,000 and will begin yearly pipe bursting projects totaling \$200,000. Both programs are a cost-effective way of extending the life of service lines and in some cases will slightly expand capacity without the need to lay new pipe.

CHALLENGES AND OPPORTUNITIES

Creation of the fiscal year 2018-2019 budget presented some challenges, but at the same time created several opportunities. The first challenge addressed included balancing the budget without the use of general fund balance. The fiscal year 2017-2018 budget required \$1,799,909 of fund balance to balance the budget. Much of this was due to funding the first year of the road plan and vehicle replacements in the fleet fund. When approaching the fiscal year 2018-2019 budget, consideration of the use of general fund balance was not an option, as available fund balance had dropped to uncomfortable levels. This created an opportunity to thoroughly examine City operations and look at every expenditure the City faces. Through this approach, General Fund expenditures are proposed to decrease 12.1 percent in the upcoming year.

It is important to note, however, that a significant number of capital project and personnel increases were not approved due to the tight budget situation. In addition, no vehicle replacements (outside of the police department) were included. This is not a long-term solution and will need to be addressed in future years' budgets. It is also important to note that some risk arising from unanticipated costs associated with the aging fleet may be possible during the upcoming fiscal year.

Due to aging infrastructure, many of the City's culinary water lines are in desperate need of repair and upsizing. The proposed budget includes projects totaling \$8,471,700. However, this will consume almost the entire amount of available fund balance in the culinary water fund. Furthermore, the six-year capital project schedule includes projects totaling over \$59 million dollars. Difficult, but ever important, decisions will need to be made regarding these projects.

With the construction of fire station 52, there will not only be the cost of the building (which the City will need to pursue financing options), but also the cost of equipping the station with furniture, fixtures, and equipment, along with the cost of full and part-time firefighters needed to staff the station. These costs are expected to far outpace the growth in sales tax and property tax the City is seeing due to new growth. The City will need to consider either an increase in revenue through property taxes, or consider a decrease in service levels, or a combination of both, in order to fund the new station's operations.

During fiscal year 2016-2017, the City unveiled a 10-year pavement management program to address the failing road infrastructure within the City. The plan showed the cost of improvements for roadway replacement and repair was well over \$26 million. The program identified the use of Class C road funds as a

source of funding. Because of this, Class C road funds have been moved from the general fund to the capital projects fund to be used for the plan. A downside to this approach is Class C road funds are no longer available for routine street maintenance, such as pot-hole repair, snow removal, street personnel, *etc.* This has put pressure on other general fund monies to cover these maintenance costs. Currently, Class C road fund monies cover approximately half of the cost of the pavement management program. It will be incumbent on the City to identify a stable source of revenue for the remaining portion, and consider whether diverting Class C road fund monies from general maintenance continues to be the best option for the City in future years.

Due to limited funding options, approximately \$6 million of capital projects and equipment which were requested through the budgetary process are not proposed for funding in the fiscal year 2018-2019. All of these projects and equipment requests are needed, but only the most critical were included in the proposed budget. These deferred requests will need to be addressed in upcoming budgets, and a reliable source of funding will be needed to provide the necessary funding.

While there are great challenges to address in the next few years, there are also a number of wonderful opportunities which will propel American Fork forward as one of the strongest cities in the state. We extend sincere appreciation to the City's dedicated employees, administration, elected officials, and stakeholders participating in this important process. This document could not have been prepared without their dedicated service and input. We look forward to the continued collaboration and cooperation with the Mayor and City Council, city staff, and American Fork residents.

Thank you for taking the time to read through and understand the 2018-19 budget. The priorities of the budget target the priorities of our community. We welcome your questions, input, and ideas as we finalize the budget process. The Mayor and City Administration are available to discuss any concerns or input you may have. Thank you for your trust and allowing us to serve you and your family.

Sincerely,



David H. Bunker
City Administrator

The Mayor and City Council have identified five areas to support the mission of the City of American Fork during fiscal year 2019. These principles guided the creation and preparation of this budget. These items are as follows:

PUBLIC SAFETY

Build another Public Safety building to house a second fire station and police substation

FISCAL RESPONSIBILITY

Develop a rolling five-year financial sustainability plan to project all revenues, expenses, capital projects, and debt needs

INFRASTRUCTURE IMPROVEMENTS

Create and fund a comprehensive road infrastructure program

COMMUNICATION

Set up a technology committee to inventory the City's technology needs and evaluate solutions

WATER PRESERVATION

Upgrade the cave camp spring line in American Fork canyon before UDOT (Utah Department of Transportation) begins their roadwork

American Fork City, incorporated in 1853, covers a land area of approximately 10.38 square miles. The City lies in the northern portion of Utah County, between two of the state's largest population areas, Salt Lake City (approximately 28 miles north) and Provo City (approximately 12 miles south). The U.S. Census estimates American Fork's population to be 28,770.

SETTLEMENT

American Fork was settled in 1850 by Mormon pioneers and incorporated as Lake City in 1852. Settlers changed the name from Lake City to American Fork in 1860, due to the river that runs through the City and to avoid confusion with Salt Lake City. In the 1860's American Fork established a public school, making it the first community in the territory of Utah to offer public education to its citizens.

During World War II the town's population expanded when the Columbia Steel plant was built. The City's annual summer celebration is still called "Steel Days" to honor the economic importance of the mill, which closed in 2001.

EDUCATIONAL OPPORTUNITIES

There are a number of higher education institutions located in the state. These include Brigham Young University, Utah Valley University, University of Utah, Utah State University, Weber State University, Southern Utah University, Snow College, Dixie State University, and Salt Lake Community College. Alpine School District is located within the City's boundaries, and the City takes great pride in the American Fork High School (AFHS). AFHS was ranked as one of the top-scoring 25 high schools in Utah, and has many suc-

cessful athletic teams. The American Fork High School marching band is one of the nation's top marching bands, having been invited to parades and celebrations across the nation, including the Rose Parade and former President George W. Bush's second inauguration parade.

MEDICAL INSTITUTIONS

The City built a hospital in 1937. A new facility was built in 1950, which was sold to Intermountain Healthcare in 1977, which in turn replaced that hospital with a new facility in 1981. The hospital recently underwent a significant expansion that included construction of an 84,000 square foot hospital addition and an 85,400 square foot multispecialty clinic.

In addition to the hospital, American Fork has several medical clinics and physicians; the City has become a major medical provider for northern Utah county.



American Fork Hospital

ECONOMIC/DEMOGRAPHIC PROFILE

Demographic data from the United States Census Bureau (2016 American Community Survey) shows the following information about American Fork:

Population

2017 28,770

2010 25,370

Race

White 95.7%

Black/African American 1.3%

American Indian/Alaska Native 1.3%

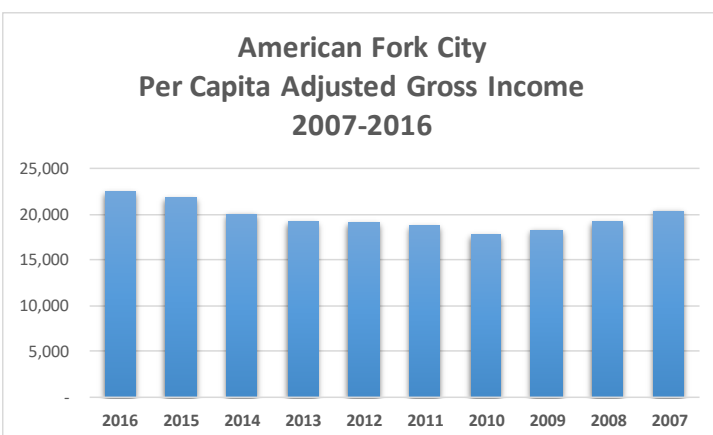
Asian 1.6%

Native Hawaiian or Other Pacific Islander 1.8%

Other 0.8%

Housing Units 7,908

Personal Income/Per Capita Income



In addition, here is more detailed information regarding the City's demographic and economic statistics:

Calendar Year	Population	Personal Income (Federal AGI)	Per Capita Personal Income	Unemployment Rate
2007	24,596	502,510,106	20,431	3.0%
2008	25,001	481,847,897	19,273	4.4%
2009	25,412	461,425,096	18,158	8.0%
2010	26,672	471,354,923	17,672	9.1%
2011	27,108	506,221,345	18,674	9.3%
2012	27,405	522,828,276	19,078	6.3%
2013	27,922	535,777,308	19,188	4.6%
2014	28,235	568,057,835	20,119	3.5%
2015	28,308	619,865,023	21,897	2.8%
2016	28,770	646,512,055	22,472	2.5%

2007-2009 Population Estimate - Governor's Office of Management & Budget
<http://gomb.utah.gov/budget-policy/demographic-economic-analysis/>
 2010-2016 Population Estimates - U.S. Census Bureau
<https://www.census.gov/quickfacts/fact/table/americanforkcityutah>
 Unemployment rate - Bureau of Labor Statistics
 Personal income - <http://tax.utah.gov/econstats/income/federal-returns>

Principal Employers

The top 10 employers for fiscal year 2017, along with fiscal year 2007, are as follows:

Employer	2017		2007	
	Employees	Rank	Employees	Rank
Alpine School District	500-999	1-5	1000-1999	1
Alpine Building LLC	500-999	1-5		
American Fork Hospital	500-999	1-5	500-900	2-4
Domo Inc	500-999	1-5		
Utah State Developmental Center	500-999	1-5	500-900	2-4
Henry Schein Practice Solutions	250-499	1-5		
Myler Disability	250-499	6-9		
ROI Solutions LLC	250-499	6-9		
Wal*Mart	250-499	6-9	500-900	2-4
The Home Depot	100-249	10	100-249	6-10
Dentrix Dental Systems			250-499	5
Mentoring of America			100-249	6-10
Twinlab Corp			100-249	6-10
Target			100-249	6-10
True North Academy			100-249	6-10

Source: Utah Department of Workforce Services
<https://jobs.utah.gov/jsp/firmfind/welcome.do#>

ECONOMIC DEVELOPMENT

The City recognizes the need to develop the City's economic base to provide necessary services, such as roads, recreation, and public safety to its citizens.

The City has a mix of retail, light manufacturing, professional office, and commercial space. Located along Interstate 15, "The Meadows," a large shopping and entertainment center located in American Fork, provides a substantial tax base for the City and has become a destination hub in Utah County. The City is also home to a number of automotive dealerships, such as Doug Smith Autoplex, Ken Garff Ford, Ken Garff Chevrolet, and Auto Farm Buick/GMC.

The City has been able to successfully use its Redevelopment Agency to redevelop areas in the City. The City currently has three active project areas. The first, called East Main, covers several blocks along east Main street where blight was determined to be present. Overall assessed values have increased 189.6 percent from 1992 to 2016. The next area, called North Valley, was established in 1987 to incentivize commercial and industrial development along I-15. Overall assessed values have grown 1,478 percent between 1986 and 2016. Finally, the Egg Farm EDA project area has attracted a number of major employers in the City and is the location of the Northpoint Business Park. Overall assessed values have increased 13,095% between 1999 and 2016. The City is actively pursuing creation of a Community Reinvestment Area (CRA) in the southwest portion of the City to facilitate growth in that area.

Budget and Financial Overview



OVERVIEW

American Fork City's budget process complies with the Utah Fiscal Procedures Act. The City seeks to maintain budgetary control by monitoring monthly revenues and expenditures and by holding each department responsible for costs incurred within budgeted limits. Financial information and reports are provided to the City Administrator, department directors, department leads, and other City staff to assist them in monitoring expenditures and keeping expenditures within approved limits. The fiscal year 2017-2018 budget was developed in compliance with state law and was approved by the City Council after a public hearing was held. The proposed fiscal year 2018-2019 budget for each division, department, and fund includes actual expenditures for one prior year, the current year's amended budget, and the proposed budget for the coming fiscal year. The City Council shall approve the fiscal year 2018-2019 budget after thoroughly reviewing policy issues related to the budget and proposals to assist the City in achieving program objectives for the upcoming year. The budget process is intended to provide an opportunity for public participation and full disclosure to the residents of American Fork as to the intent of the City Council in funding the City's various programs and services.

BASIS OF BUDGETING

Fund Type	Accounting Basis	Budgeting Basis
General Fund	Modified Accrual	Modified Accrual
Special Revenue Funds	Modified Accrual	Modified Accrual
Capital Projects Funds	Modified Accrual	Modified Accrual
Debt Service Funds	Modified Accrual	Modified Accrual
Proprietary Funds	Full Accrual	Modified Accrual

The City's proprietary funds (enterprise and internal service) are budgeted on a modified accrual basis, but reported in the City's Comprehensive Financial Report on a full accrual basis. The City's internal monthly reporting for these funds is done on a modified accrual basis, with year-end adjustments to present statements on a full accrual basis for the CAFR. The major year-end adjustments include: Capitalizing fixed assets purchased during the year, reversing principal debt payments, recording depreciation, and recording developer contributions.

BUDGET AMENDMENTS

Budget amendments are made only with the approval of the City Council upon recommendation by the Finance Director. Financial controls are intended to be a resource for effective financial management, rather than a barrier to achieving results that are consistent with the City's overall mission. At the same time, the City must comply with the Utah Fiscal Procedures Act and may not expend monies in excess of those authorized by the City Council. The City Council has

authority to transfer budget appropriations between individual departments of any budgetary fund. The Finance Director has authority to transfer budget appropriations between line items within any department of any budgetary fund. Budgets may be amended throughout the fiscal year. The City Council may amend the budget after holding a public hearing, giving residents at least seven days notice. A copy of the proposed budget amendment shall be made available to residents for their review ten days before the public hearing.

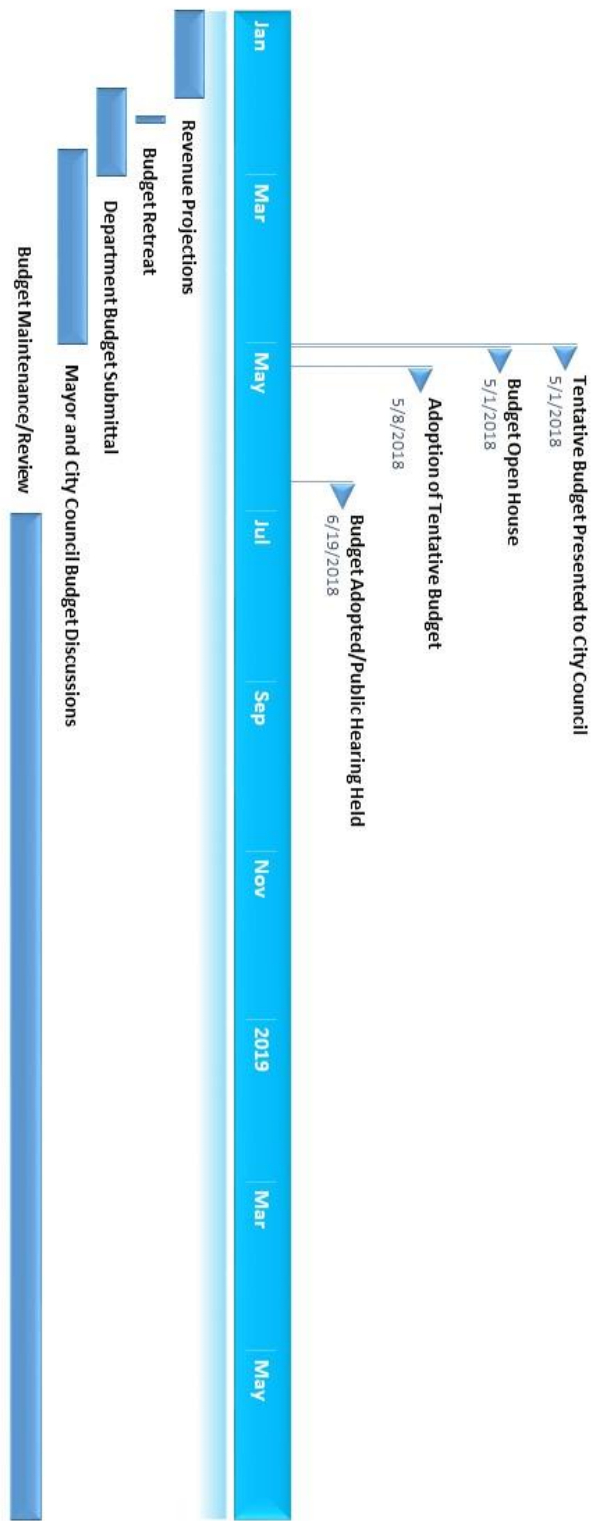
BUDGET TIMELINE

The following are the procedures and timeline followed by the City in the budget process:

January	Revenue projections for all funds are made after reviewing current budget year revenue collection trends, state of Utah revenue projections, and consultation with the Finance Director, City Administrator, and Department Heads.
January	A retreat is held with the Mayor, City Council, Department Heads, and other key staff to outline priorities, goals, and initiatives for the upcoming budget year.
February	Department Heads submit proposed budgets to the Finance Director.
February-April	The Finance Director facilitates budget discussions during City Council work sessions with the Mayor and City Council.
May	During the first work session in May, a tentative budget is presented to the Council. The budget document includes the proposed amounts to be spent for operating needs of each department as well as capital needs for all fund types.

May	A budget open house is held for the public to answer any questions and solicit feedback regarding the upcoming year's budget.
May	On the first regular City Council meeting in May, the City adopts the tentative budget. This makes the budget document formally available for public comment and inspection.
June	On or before June 22, a balanced budget is adopted for the fiscal year beginning July 1 after a public hearing is held to receive input from the residents of American Fork on all aspects of the proposed budget. The hearing is advertised in a local newspaper at least seven days before it is held, and budget documents are available for inspection at least ten days prior to the public hearing. In addition, the City Council adopts the Certified Tax Rate to be used by the City for property tax.
July-June	Budgetary control is maintained at the department level after the budget is approved by the City Council. The Finance Director has the authority to transfer budget appropriations between individual line items within any department of any budgetary fund. All other amendments must be approved by the City Council after a public hearing.

Fiscal Year 2018-2019 Budget Timeline



Full-Time Equivalent Summary

Budgeted FTE Equivalent by Fiscal Year			
	FY2017	FY2018	Approved FY2019
General Fund			
Executive*	0.50	0.50	0.50
Legislative*	2.50	2.50	2.50
Administration	14.74	12.00	12.00
Library	12.20	12.20	12.20
Learning Center	1.20	1.20	1.20
Police	47.25	51.25	52.72
Fire & Rescue	41.45	39.92	36.97
Public Works Administration	2.00	1.00	2.75
Streets	7.00	7.00	7.00
Building Maintenance	3.00	3.75	4.00
Building Inspection	6.00	7.00	7.50
Engineering	8.25	5.95	5.20
Parks	11.71	11.85	11.85
Boat Harbor	1.75	1.38	1.38
Recreation	8.93	8.59	8.80
Cemetery	6.59	6.53	6.53
Planning	2.00	3.00	2.50
Senior Citizens*	4.75	4.00	4.75
Total General Fund	181.81	179.62	180.35
Special Revenue Funds			
Fitness Center	34.32	35.03	33.89
Enterprise Funds			
Culinary Water	5.00	5.00	5.25
Secondary Irrigation	2.00	2.00	3.25
Sewer	5.00	4.00	2.75
Storm Drain	2.00	3.00	2.75
Broadband	2.00	2.00	2.00
Total Enterprise Funds	16.00	16.00	16.00
TOTAL FULL-TIME EQUIVALENT	232.13	230.65	230.24

*The Executive, Legislative, and Senior Citizens FTE's are not paid based on number of hours. Therefore, each individual has been counted as 0.50 FTE.

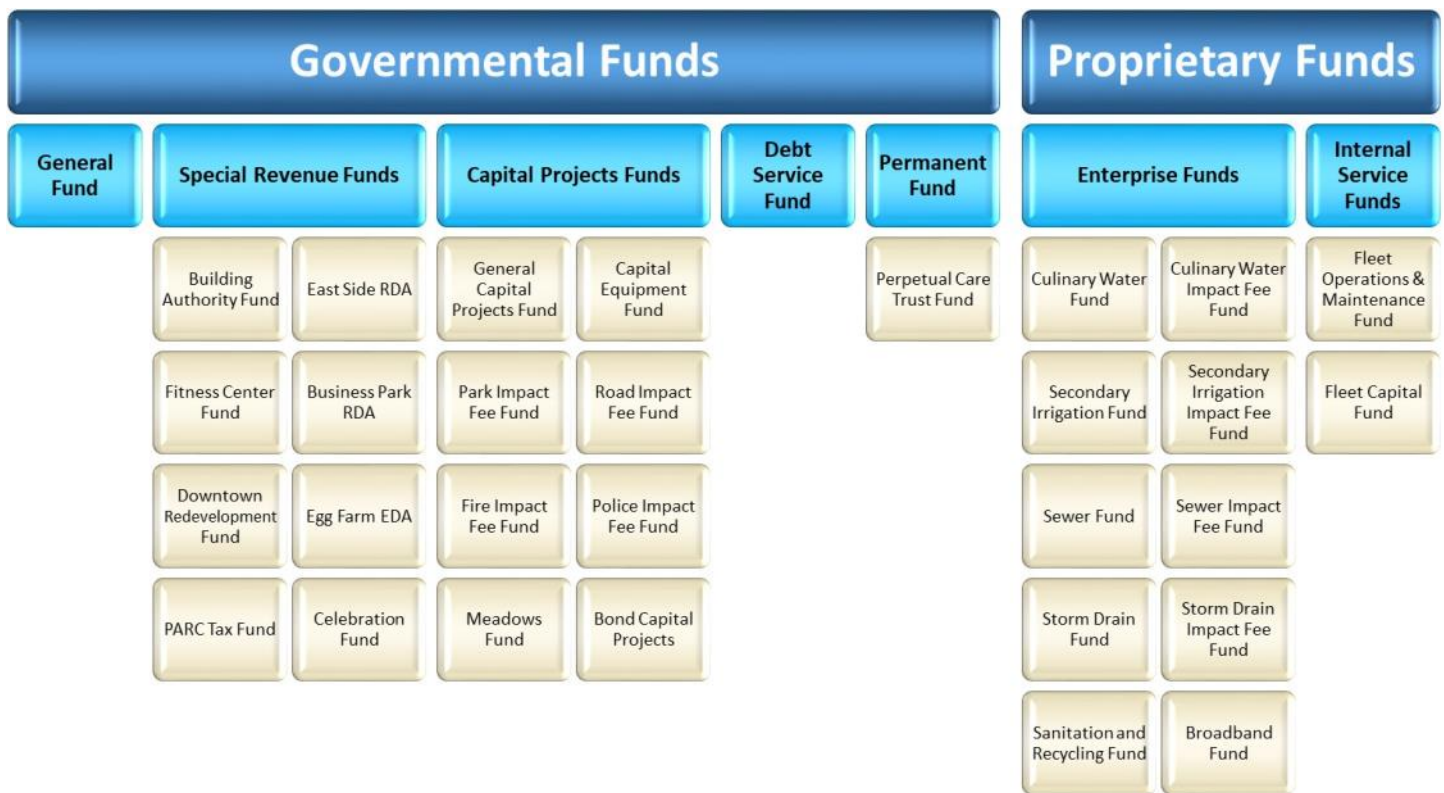
Staffing Notes:

- ⇒ 2 part-time records clerks and 1 crossing guard are included in this budget.
- ⇒ Fire and Rescue reduced their part-time staffing and eliminated paid intern positions.
- ⇒ Part-time FTE's may fluctuate for the parks and recreation departments.

Financial Structure

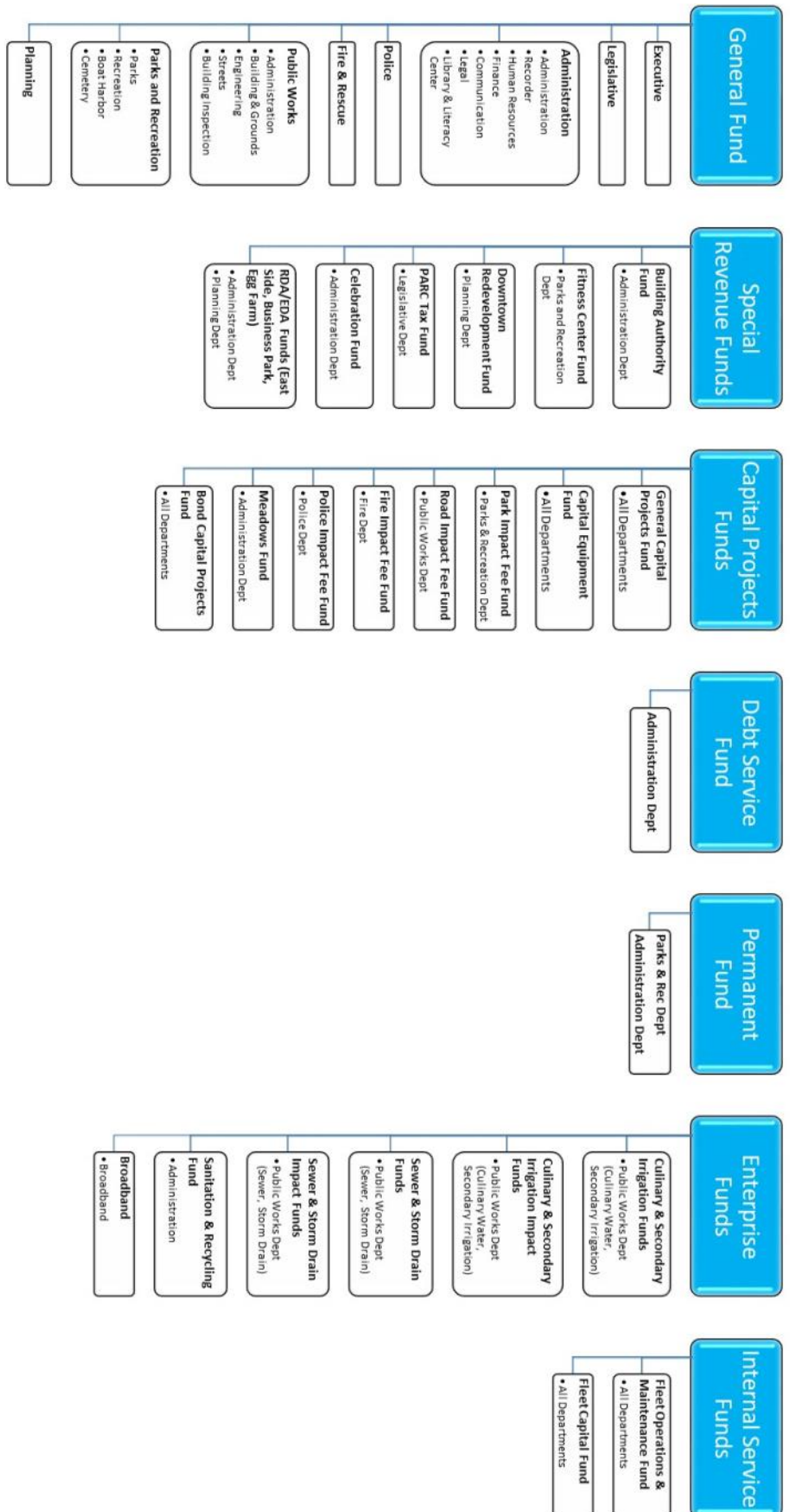
The City's departments are organized groups with similar functions or programs to manage operations more efficiently. The City's financial structure is organized into various funds within departments used for accounting and reporting. This provides a framework for the budget that is easier to understand. The majority of this document is organized by department to provide budgetary information.

The following is a graphical representation of the funds subject to appropriation that make up the City's financial structure:



On the following page is a chart showing the relationship between funds and operational departments. Departments are further broken down into divisions in the General Fund:

Fund and Operational Department Relationship



Fund Types & Descriptions

GOVERNMENTAL FUNDS

Major Funds

General Fund—Used to account for resources traditionally associated with a government which are not required legally or by sound financial management to be accounted for in another fund.

Debt Service Fund—Accounts for the accumulation of resources and payment of bond principal and interest from governmental resources.

Capital Projects Fund—Used to account for the construction of budgeted capital projects of the City. Impact fees, intergovernmental grants, bond proceeds, transfers from the general fund, and interest earnings are the principal sources of funding for these projects. The City, for budgeting purposes, separates the City's capital projects funds, but reports them as a single column in the financial statements.

Nonmajor Funds

Fitness Center Fund—This fund is used to account for fees charged to users and expenditures dealing with the operation and maintenance of the City's fitness center.

PARC Tax Fund—Accounts for revenues received by the City from the Utah State Tax Commission and expenditures (mainly grants) relating to the City's Parks, Arts, Recreation, and Culture tax.

Redevelopment Agency Fund—The RDA fund is used to account for the activities of the Redevelopment Agency. The Agency is an entity established to further public purpose in the redevelopment of certain City areas. For budgeting purposes, the City's three RDA funds are budgeted separately, but rolled together for financial reporting purposes.

Downtown Redevelopment Fund—Used to enhance and promote the City's core downtown area and to

account for small business revolving loans issued by the City.

Celebration Fund—This fund is used to account for the activities of Steel Days, the City's annual celebration.

Building Authority—The building authority is used to account for the construction of capital facilities within the City.

PERMANENT FUND

Perpetual Care Fund—Used to account for funds received for the perpetual care of the City's cemetery.

PROPRIETARY FUNDS

Major Funds

Culinary Water and Secondary Water Fund—The culinary and secondary water funds account for the City's water operations. For financial reporting purposes, these funds are rolled together, but are budgeted separately.

Nonmajor Funds

Sewer Fund—This fund accounts for construction and maintenance of the City's sewer system.

Storm Drain Fund—The storm drain fund is used to track revenue from a monthly fee paid by City residents and businesses for the construction and maintenance of the City's storm drain system.

Sanitation & Recycling Fund—This fund is used to account for the activities of the City's sanitation and recycling operations.

Fleet Fund—The fleet fund accounts for the acquisition and maintenance of the City's vehicle fleet. This fund is accounted for as an internal service fund.

The revenue section provides basic information about revenue sources for the City that exceed \$10,000 (excluding impact fees).

The City revenues in this section are generally organized by:

1. State authorized revenues
2. Franchise fees
3. Charges for services
4. Other Miscellaneous revenues
5. Other funds

These revenues include:

- Property tax
- Sales & use tax
- Energy sales & use franchise tax
- Municipal telecommunications license tax
- Cable television franchise tax
- Class C road funds
- Licenses & permits
- Charges for services
- Fitness Center
- PARC Tax
- Culinary water fund
- Secondary irrigation fund
- Sewer fund
- Storm drain fund
- Sanitation & recycling fund
- Redevelopment Agencies

Each revenue source includes the following information (when applicable):

- Description
- Fund number
- Responsible department
- Current formula
- Current rate
- Method received
- Authorized uses
- Revenue history and projections

Sources for information for the revenue sources include:

- Adopted budget and related financial statements
- American Fork City code
- Utah state code
- Utah State Tax Commission

Revenue—Property Tax

DESCRIPTION

Property Tax is Ad Valorem Tax levied against the taxable value of property. The rate is applied to the most recent taxable assessed value. Taxable assessed value equals total assessed value less allowable exemptions.

Property tax is American Fork's second largest source of revenue in the general fund, accounting for approximately 15.7 percent of general fund revenue. Relevant factors in the preliminary property tax forecast include changes to the certified tax rate, property tax appreciation (or depreciation), and new growth.

In order to understand property tax in Utah, it is necessary to understand a section of Utah state law known as "truth in taxation." Each county in the state is responsible for administering property taxes. Each June, Utah County submits to the City a certified tax rate, a rate that will generate the same amount of revenue as the previous year plus any new growth. The certified tax rate does not provide for additional tax revenue due to increased valuation of existing property. If the City chooses to adopt a tax rate higher than the certified tax rate, state law has specific requirements for newspaper advertisements and public hearings from which the name "truth in taxation" is derived. The last time that American Fork

adopted a rate higher than the certified rate was fiscal year 2006-2007. The increase was set aside for road improvement and repair. In this year's proposed budget, this amount (\$525,000) has been moved to the capital projects fund. In addition, the City is proposing to receive \$395,000 for debt service on its General Obligation Bonds. For fiscal year 2018-2019, the City may request up to \$782,232, but has chosen to request a smaller amount and use other revenue sources (such as sales tax, property tax, etc.) to make up the difference. For fiscal year 2017-2018, the City accepted the certified tax rate set by the County in order to maintain a stable balance of revenues and compensate for the increase cost of providing services to American Fork City residents. At the bottom of the page is a chart showing the City's property tax rate relative to other Utah County cities (2017).

FUNDS/ACCOUNTS

General Fund

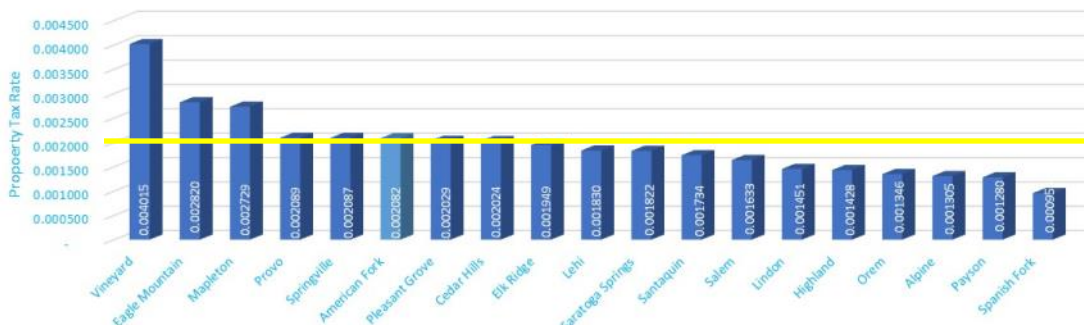
Property Tax-Current	10-3100-100
Property Tax-Delinquent	10-3100-200
Property Tax-Penalties/Interest	10-3100-900

Capital Projects Fund

Property Tax-Current	43-3900-100
----------------------	-------------

Debt Service Fund

Property Tax-Current	30-3800-100
----------------------	-------------



* Eagle Mountain includes Unified Fire Authority tax assessment; yellow line indicates Utah County average (0.001927)

Revenue—Property Tax—General Fund

CURRENT FORMULA

$$\frac{\text{Previous Year's Budgeted Revenues}}{\text{Current Year's Adjusted Taxable Value}}$$

Less: New Growth

CURRENT RATE

The current (FY 2017-2018) property tax rate in American Fork is 0.002082.

METHOD RECEIVED

The Utah County Treasurer distributes revenues to the City on a monthly basis. A final reconciliation for the prior tax year occurs each March.

AUTHORIZED USES

General Fund—Unrestricted

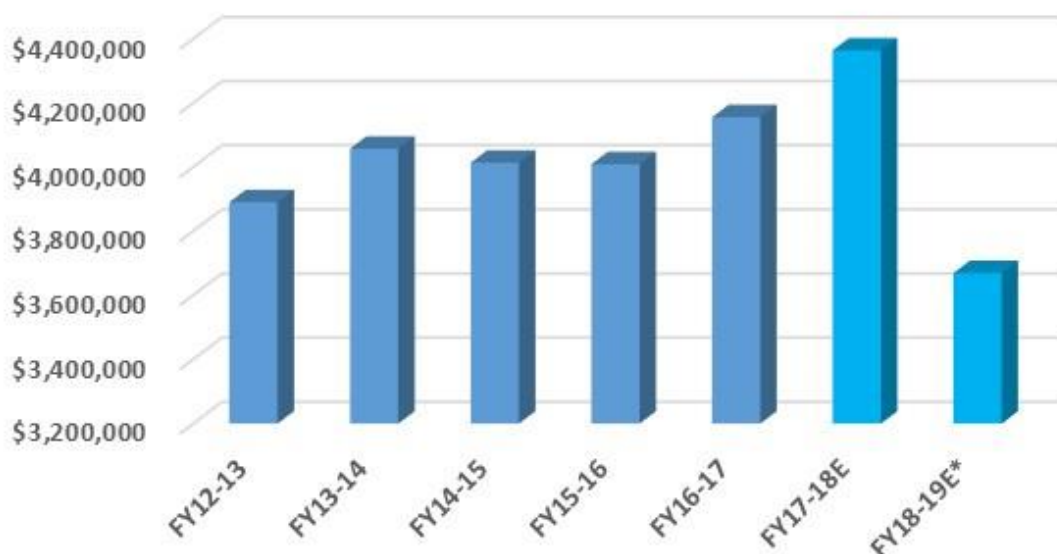
Capital Projects Fund—Road improvement

Debt Service—Debt service on outstanding General Obligation bonds.

TAXING ENTITY ALLOCATION OF PROPERTY TAX (RATE AS OF 2017)

North Utah County Water Conservancy	0.2%
Central Utah Valley Water Conservancy	3.8%
Utah County	9.1%
American Fork City	19.5%
Alpine School District	67.4%

Revenue Received/Future Projections



* For Fiscal Year 2018-2019, \$525,000 has been allocated to the Capital Projects Fund for road projects and \$395,000 has been allocated to the Debt Service Fund for General Obligation bond payments.

Revenue—Sales Tax—General Fund

DESCRIPTION

Sales tax in Utah County is a consumption tax imposed on the sale of goods and services purchased at the retail level. The tax is collected and remitted by businesses/retailers on a regular basis.

Sales tax is the largest revenue source for the City, comprising approximately 38 percent of general fund revenues. Sales tax revenues are forecasted utilizing existing collection trends, state budget forecasts, economic forecasts, and other economic data which may influence the level of sales tax within the City.

FUNDS/ACCOUNTS

General Fund

Sales Tax 10-3100-300

DEPARTMENT

Finance

CURRENT RATE

As of FY2017-2018, the current sales tax rate in American Fork City is 6.85%

As of January 1, 2014, the statewide grocery food sales tax rate is 3%. (This tax applies to all non-prepared food purchases).

CURRENT RATE

State of Utah	4.70%
American Fork City*	1.00%
Mass Transit	0.55%
Utah County	0.25%
County Airport, Highway, Mass Transit	0.25%
PARC (Park, Arts, Recreation, Culture)	0.10%

CURRENT RATE-FOOD

State of Utah	1.75%
American Fork City*	1.00%
Utah County	0.25%

*Of location option tax collected (1.00%), 50% is distributed to the City. The remaining 50% is collected into a statewide pool and then allocated to each local jurisdiction based on each City's population as a percentage of statewide population.

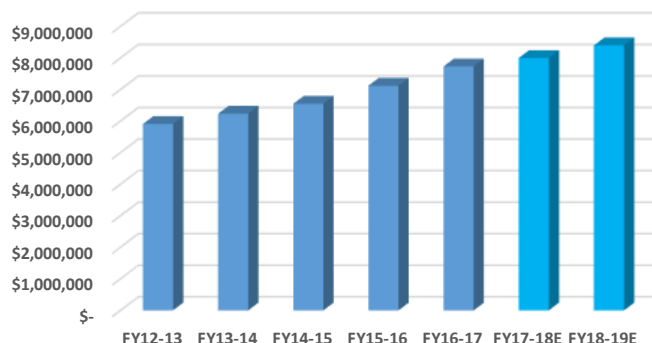
COLLECTION/DISTRIBUTION

Funds are collected and distributed by the Utah State Tax Commission on a monthly basis. Distribution is two months after collection at point of sale.

AUTHORIZED USES

Sales tax revenue is appropriated to the General Fund.

Revenue Received/Future Projections



Revenue—Energy Sales/Use Franchise Tax—General Fund

DESCRIPTION

Franchise fees are levied on electric and gas utilities that operate within the City's geographical boundaries as outlined in state statute. Energy sales & use tax has a maximum allowable rate of 6%.

FUNDS/ACCOUNTS

General Fund

Energy Sales & Use Tax 10-3100-500

DEPARTMENT

Finance

CURRENT RATE

The current rate is 6%. Revenues are forecasted using trend analysis (particularly the past two years) and

weather forecasts for the upcoming year.

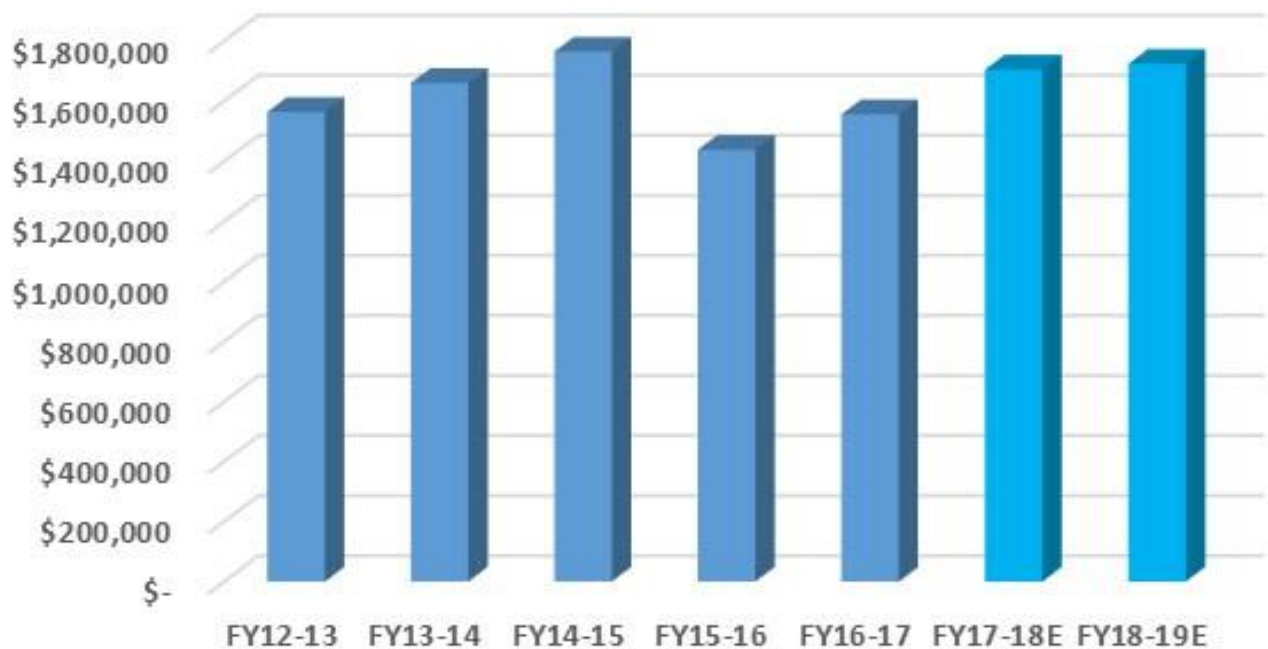
COLLECTION

The electric and natural gas utilities tax is remitted to the City by Dominion Energy (formerly Questar Gas) and PacifiCorp (parent company of Rocky Mountain Power) on a monthly basis.

AUTHORIZED USES

General Fund, unrestricted.

Revenue Received/Future Projections



Revenue—Telecommunications Tax—General Fund

DESCRIPTION

A business providing telecommunication services is required to have a Telecommunication Franchise Agreement with the City. These agreements ensure the collection of the tax.

FUNDS/ACCOUNTS

General Fund

Municipal Telephone Tax 10-3100-600

DEPARTMENT

Finance

CURRENT RATE

As of fiscal year 2017-2018, 3.5% of revenue earned from land line and cellular services in American Fork goes to the City.

SIGNIFICANT TRENDS

The City is expecting a slight increase in revenues due to population growth. However, the long-term trend is declining revenues due to lower-priced cell phone plans and residents discontinuing their landline phones.

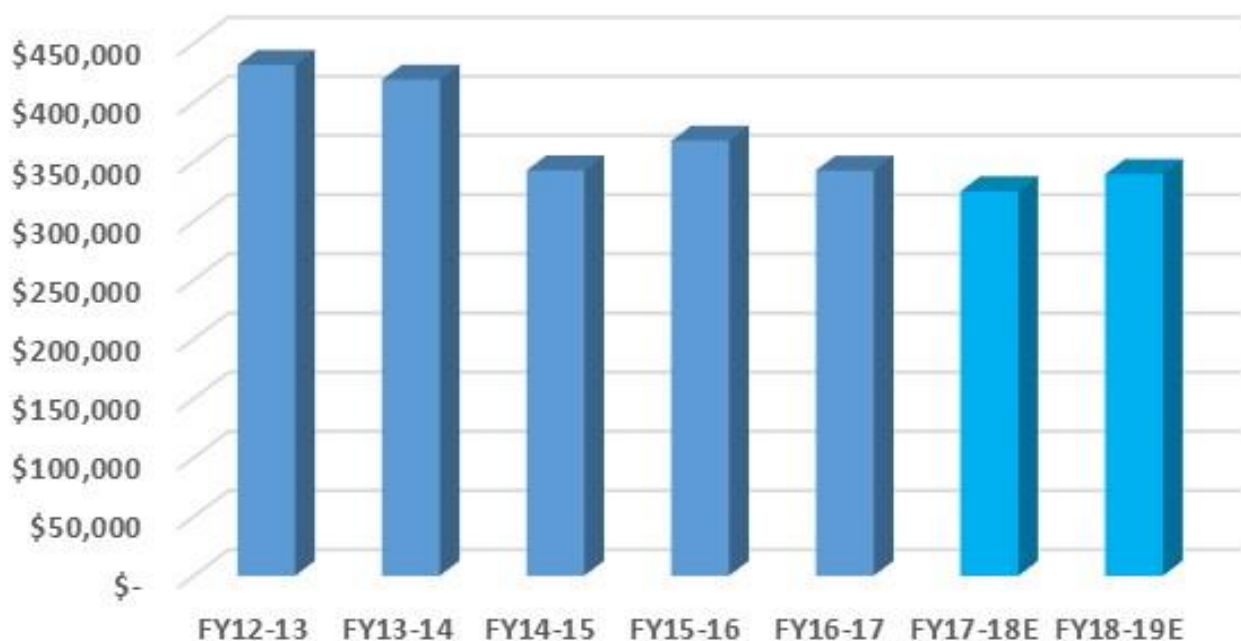
COLLECTION

The telecommunications license tax is distributed to the City by the Utah State Tax Commission on a monthly basis.

AUTHORIZED USES

General Fund, unrestricted.

Revenue Received/Future Projections



Revenue—Cable Television Tax—General Fund

DESCRIPTION

Any entity in American Fork City providing cable television services is subject to this tax. As of fiscal year 2017-2018, the only entity providing this service is Comcast (also known as Xfinity).

FUNDS/ACCOUNTS

General Fund

Cable TV Franchise Tax 10-3100-400

DEPARTMENT

Finance

CURRENT RATE

As of fiscal year 2017-2018, the current rate is 5%.

SIGNIFICANT TRENDS

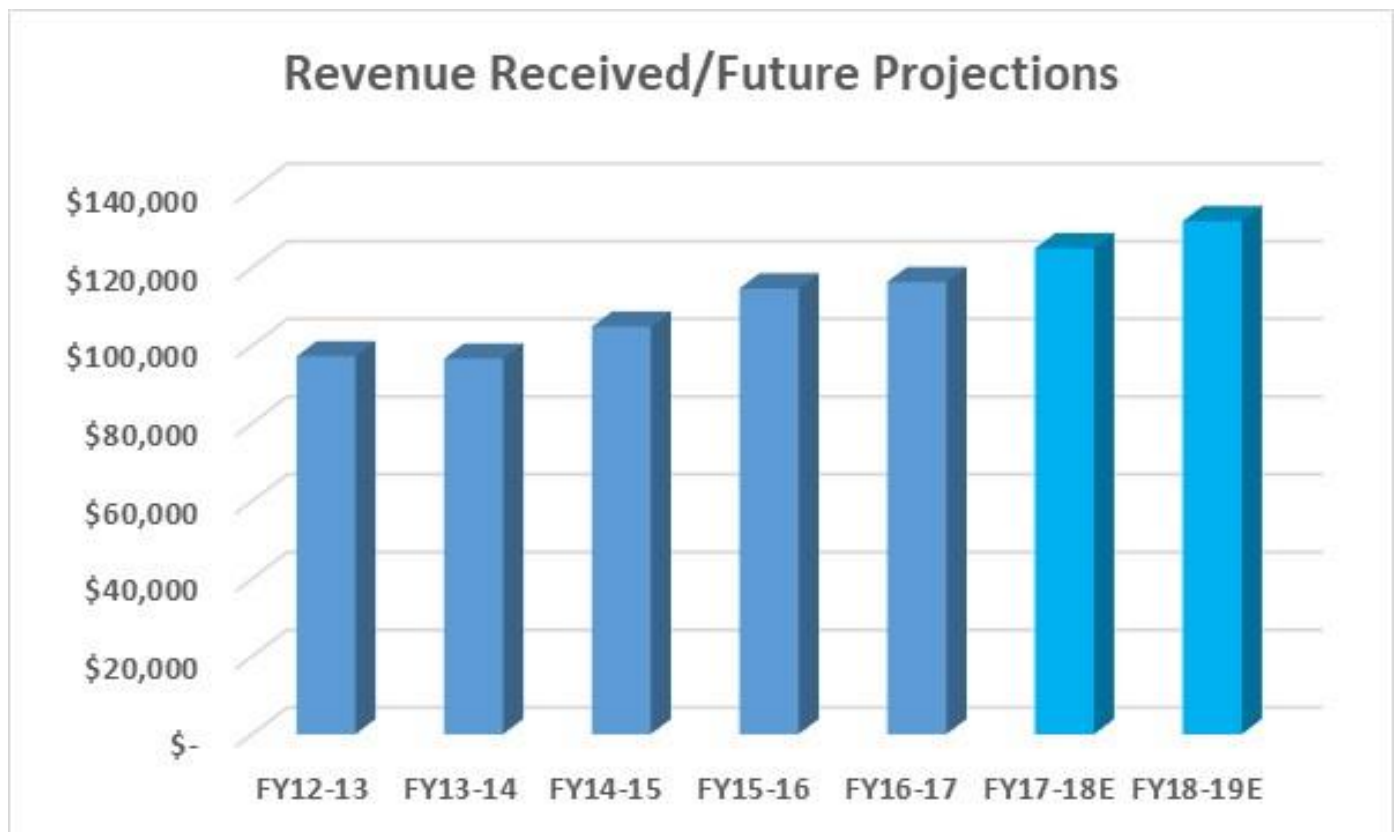
While revenues are projected to slightly increase for FY 2018-2019, the potential of revenue decreasing in the future due to lower-priced cable TV plans and “cord cutting” (households not subscribing to cable TV) are significant.

COLLECTION

Comcast (Xfinity) collects and remits the 5% fee to the City on a quarterly basis.

AUTHORIZED USES

General Fund, unrestricted.



Revenue—Class C Road Allotment—Capital Projects

DESCRIPTION

The Class B&C road system funding program was established by the Utah legislature in 1937 as a means of providing assistance to cities and counties for the improvement of roads and streets throughout the state. This program is funded through 30% of the state highway user taxes and fees.

FUNDS/ACCOUNTS

Capital Projects Fund

Class C Road Fund Allotment 43-3900-200

DEPARTMENT

Streets, Engineering, Finance

CURRENT RATE

Funds are distributed 50% based on population and 50% on weighted road miles. Revenues are estimated based on historical trends and guidance provided by

UDOT (Utah Department of Transportation) and MAG (Mountainland Association of Governments).

SIGNIFICANT TRENDS

Prior to FY 2018-2019, revenue was recorded in the general fund and was used for street maintenance. To mirror the Pavement Management Plan presented in FY 2017-2018, Class C Road Funds are now allocated to the Pavement Management Plan. With this change, however, other revenue sources must be used to fund street maintenance and repair expenditures in the general fund.

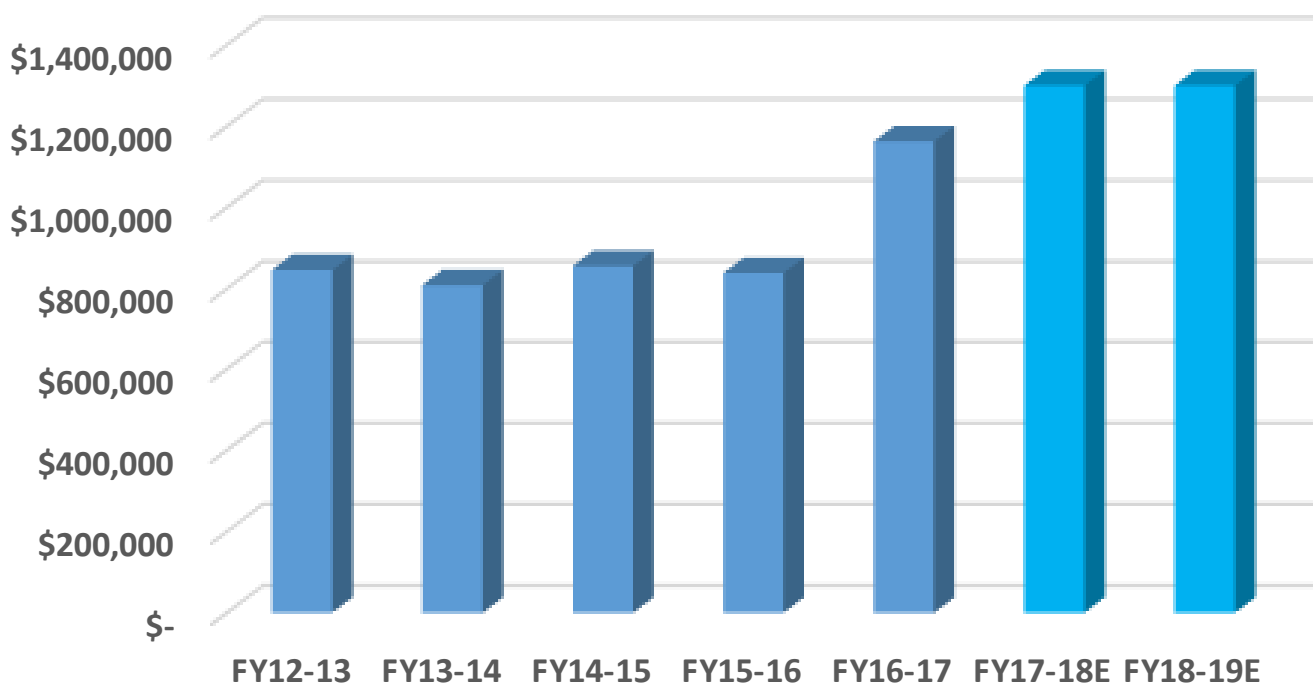
COLLECTION

Utah Department of Transportation (UDOT) makes a bi-monthly distribution.

AUTHORIZED USES

Capital Projects, restricted.

Revenue Received/Future Projections



Revenue—Licenses & Permits—General Fund

DESCRIPTION

Licenses and permits are fees collected to provide the respective service. Permits are collected for a number of items, including building permits, sign permits, burn permits, landlord permits, and special events. License fees are collected for dog licenses (passed through to the North Utah Valley Animal Services Special Service District), and alarm licenses.

FUNDS/ACCOUNTS

General Fund

Business Licenses	10-3200-100
Building Permits	10-3200-200
Beer/Liquor Licenses	10-3200-210
Other Permits	10-3200-260
Special Events Permits	10-3200-270

DEPARTMENT

Building, Administration, Engineering, Planning, and Finance

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

SIGNIFICANT TRENDS

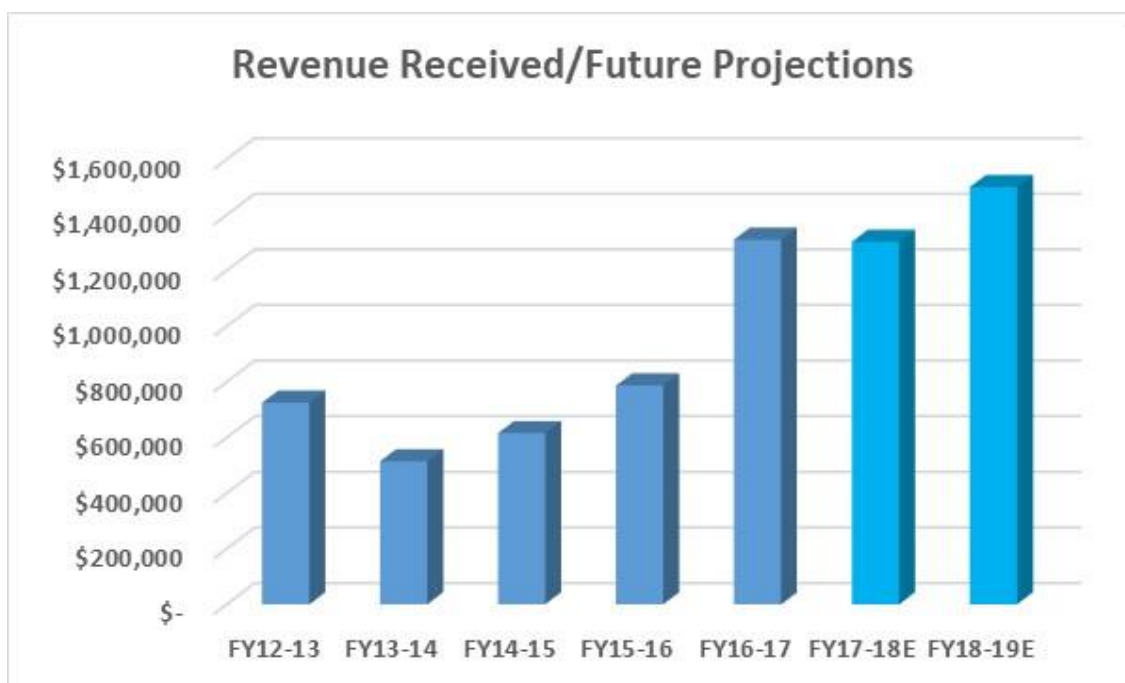
American Fork continues to see increased interest in developing within the City. In addition, the City is expecting rapid growth of the southwest portion of the City in upcoming years. However, business license fees were decreased during fiscal year 2017-2018, leading to a 40% projected decrease of business license fees. Much of this change is due to legislative changes made at the state level.

COLLECTION

License & permit fees are collected by the City as permits are applied for.

AUTHORIZED USES

General Fund, unrestricted.



Revenue—Charges for Services—General Fund

DESCRIPTION

The City collects a variety of fees for services rendered. Examples of these include: Cemetery fees, ambulance fees, leases, Cedar Hills police contract, and a variety of development services fees. In addition, an administrative charge is charged to various departments to compensate for services provided by other funds. For example, accounting and payroll is paid out of the General Fund, but its services are used by multiple funds.

FUNDS/ACCOUNTS

General Fund

10-3470-500	Development Fees
10-3470-600	Plan Check Fees
10-3470-650	Site Inspection Fees
10-3400-450	Development Inspection
10-3600-570	Safe Sidewalk Funds
10-3400-250	Ambulance Fees
10-3470-610	Fire Plan Check Fees
10-3470-620	Fire Site Inspection Fees
10-3400-220	Fire Protection Agreement-USFS
10-3400-225	Fire Protection Agreement-Cnty
10-3470-790	Fire Fees
10-3470-710	Other Police Contracts
10-3470-711	Police Contracts-Cedar Hills
10-3470-712	Alpine School District Officers
10-3470-735	Park Fees
10-3470-736	Amphitheater Revenue
10-3470-730	Boat Harbor Fees
10-3470-750	Recreation Fees
10-3480-810	Cemetery Lot Sales
10-3480-830	Grave Opening Fees
10-3480-840	Other Cemetery
10-3470-770	Library Fees
10-3470-780	Senior Citizen Fees
10-3470-800	Utility Late Fees

10-3600-400

10-3400-300

10-3400-310

10-3400-320

10-3400-340

10-3400-350

10-3400-360

10-3400-430

10-3400-440

American Fork History Books

Admin Charge-Water Fund

Admin Charge-Sewer Fund

Admin Charge-Storm Drain Fund

Admin Charge-PI Fund

Admin Charge-Sanitation Fund

Admin Charge-Fit Center Fund

Refuse Collection Fees

Recycling Fees

DEPARTMENTS

Administration, Engineering, Building Inspection, Planning, Finance, Fire, Cemetery, Police, Parks, Recreation, and Fitness Center.

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

SIGNIFICANT TRENDS

The City expects to see a slight increase between fiscal year 2018 and fiscal year 2019 mainly due to an increase in development-related revenue and a recalculation of administrative charges. There are a number of flat or declining revenue sources, however. The police contract with Cedar Hills will remain flat next year. The City is expecting a decrease in recreation fees based on lack of programming space. Cemetery fees are also being revised downward based on lot sale estimates. In addition, ambulance fee revenue was revised downward due to historical actuals and current collection percentages. The dramatic decrease in charges for services revenue between fiscal year 2017 and fiscal year 2018 is due to sanitation, recycling, and utility late fee revenue being moved to enterprise funds.

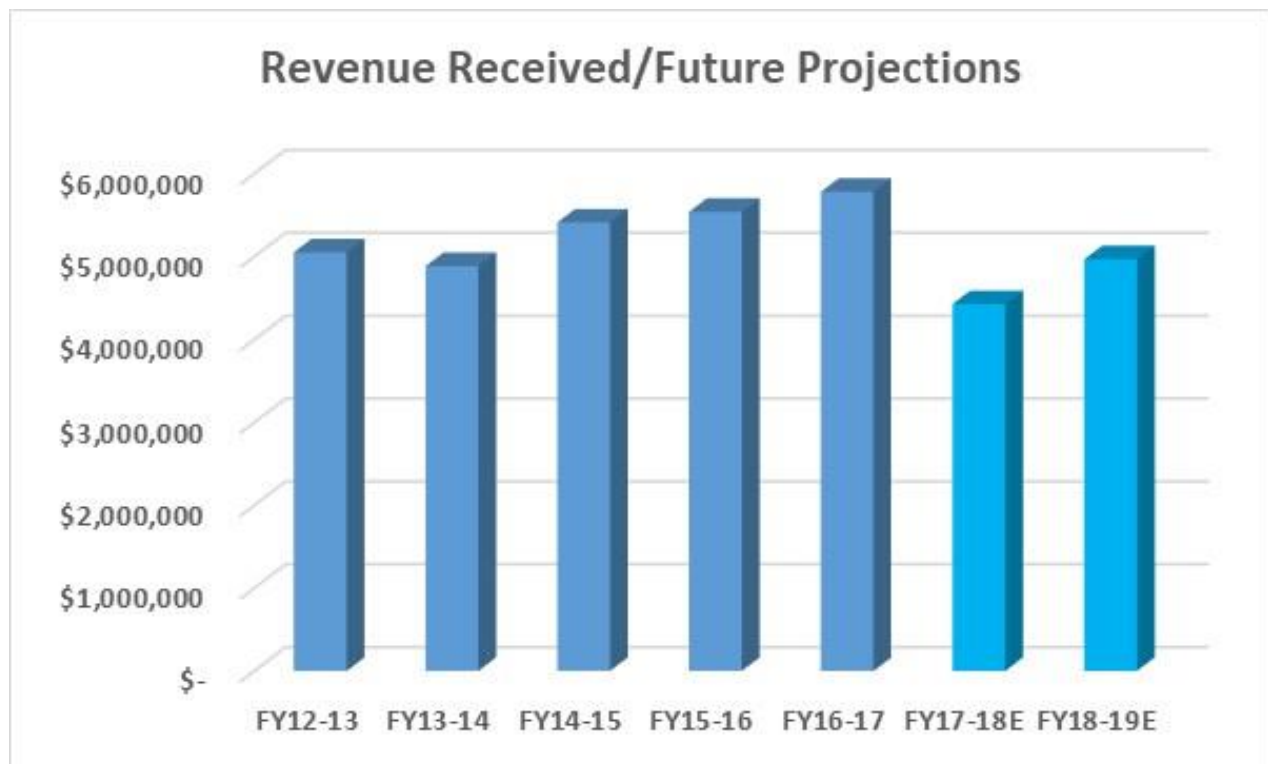
Revenue—Charges for Services—General Fund

COLLECTION

Charges for services are collected by the City as permits are applied for or services are rendered.

AUTHORIZED USES

General Fund, unrestricted.



Revenue—Fitness Center Fund

DESCRIPTION

The Fitness Center Fund accounts for the activities of the City's fitness center.

FUNDS/ACCOUNTS

Fitness Center Fund

24-3700-100	General Admissions
24-3700-200	Passes
24-3700-250	Business Passes
24-3700-300	Lessons
24-3700-320	Swim Team
24-3700-340	Specialty Classes
24-3700-345	Gymnastics
24-3700-350	Personal Training/Merit Badge
24-3700-400	Equipment Rental
24-3700-500	Jogging Track
24-3700-560	Child Care
24-3700-570	Resale Merchandise
24-3700-580	Room/Pool Rental
24-3700-590	Concessions
24-3700-700	Miscellaneous
24-3700-870	Donations

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

REVENUE PROJECTION METHODOLOGIES

Fitness Center revenue is projected using a number of methodologies, including: Trend analysis, current fee schedule rates, class participation, and available programming space.

COLLECTION

The majority of the center's revenue comes from user charges. Approximately 1/4 of the center's operating expenditures are subsidized by the general fund (subsidy not included below).

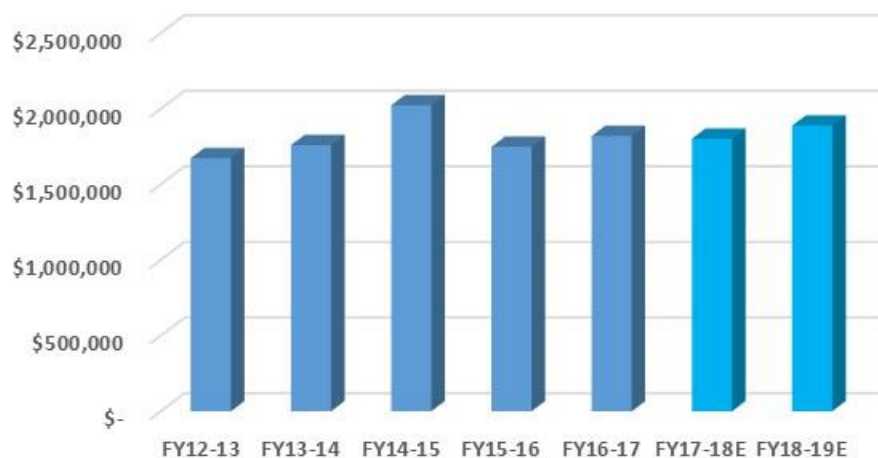
SIGNIFICANT TRENDS

The center's general fund subsidy has been increasing faster than fitness center revenues. The City will need to address this in the upcoming years.

AUTHORIZED USES

All collected funds are used to operate the fitness center.

Revenue Received/Future Projections



Revenue—PARC Tax Fund

DESCRIPTION

The PARC Tax Fund accounts for the revenue received and grants awarded through the Parks, Arts, Recreation, and Culture (PARC) tax passed by residents in 2014.

FUNDS/ACCOUNTS

PARC Tax Fund

26-3900-160	PARC Sales Tax
26-3900-560	Grants Returned
26-3900-600	Interest Earnings

CURRENT RATE

The rate is an additional 0.1% charged on sales tax purchases within the City.

REVENUE PROJECTION METHODOLOGIES

Since PARC is tied to sales tax, the same methodologies used to project sales tax are used in this fund.

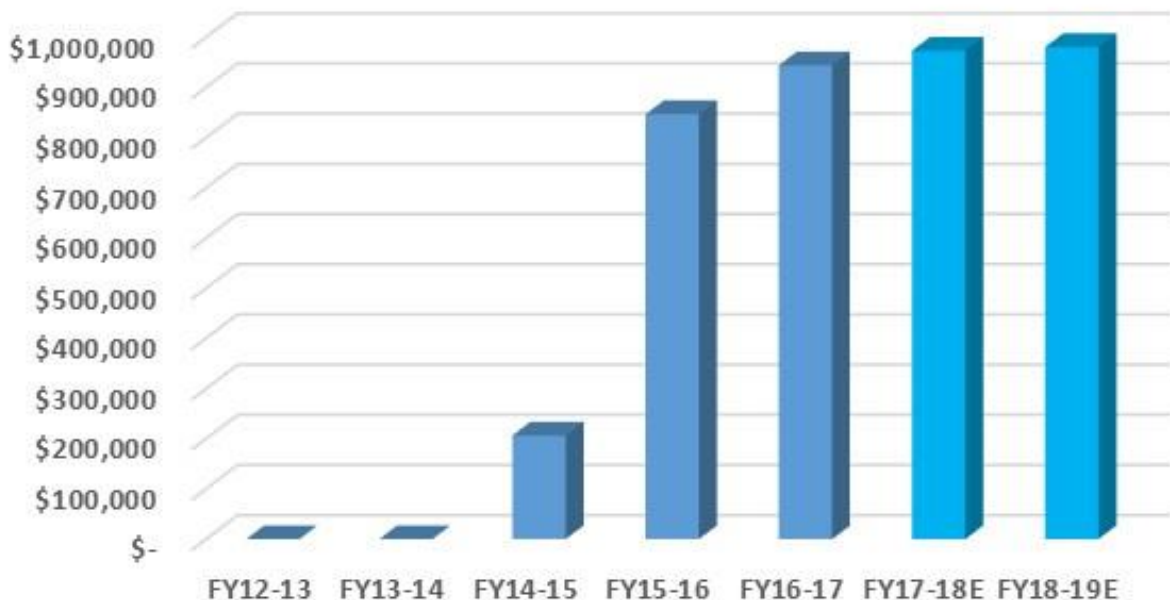
COLLECTION

The state of Utah collects and distributes PARC tax on a monthly basis. Distributions occur two months after receipt at point of sale.

AUTHORIZED USES

All collected funds are used for grants awarded by the City Council.

Revenue Received/Future Projections



Revenue—Culinary Water Fund

DESCRIPTION

The Culinary Water Fund accounts for the water distribution system of the City.

FUNDS/ACCOUNTS

Culinary Water Fund

60-3710-100	Water Sales
60-3710-150	CUP Water Fee
60-3710-400	Water Hookup Fee
60-3710-450	Late Fee
60-3710-600	Other
60-3710-620	Intergovernmental
60-3710-700	Interest Earnings
60-3710-850	Note Receivable-Heritage

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

REVENUE PROJECTION METHODOLOGIES

Culinary water revenue is projected using a number of methodologies, including: Trend analysis, connec-

tion estimates (tied with new building permits), water rate studies, and weather forecasts. Predicted rate increases are also factored into future estimates.

SIGNIFICANT TRENDS

The City is seeing small year over year increases due to population growth and intergovernmental revenue. A small inflationary rate increase is included in this year's budget. The City is expecting to receive a one-time \$2.7 million reimbursement from the state of Utah for capital projects benefitting the Utah State Developmental Center.

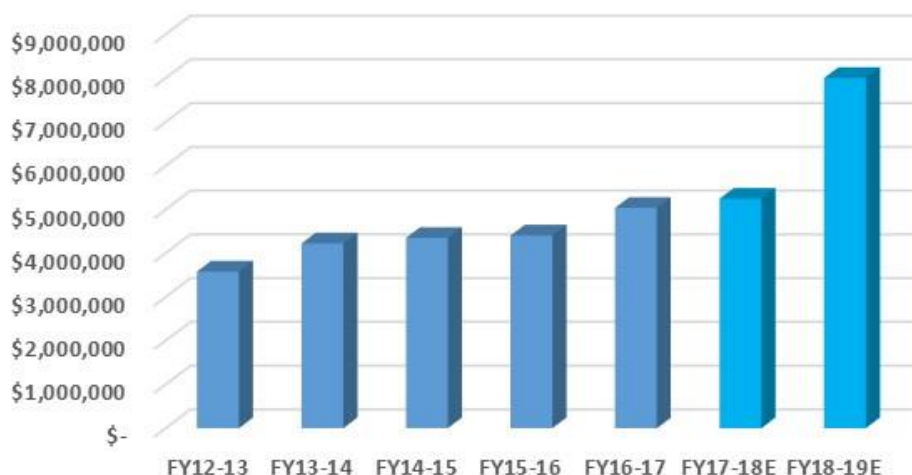
COLLECTION

Water users receive monthly utility billing statements from the City. Meters are currently read quarterly.

AUTHORIZED USES

All collected funds are restricted to use within the Culinary Water Fund.

Revenue Received/Future Projections



Revenue—Secondary Irrigation Fund

DESCRIPTION

The Secondary Irrigation Fund accounts for the secondary irrigation distribution system of the City.

FUNDS/ACCOUNTS

Secondary Water Fund

62-3770-200	Secondary Irrigation Fee
62-3770-300	Connection Fee
62-3770-600	Other
62-3770-650	City-Owned Properties PI Fee
62-3770-700	Interest Earnings

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

REVENUE PROJECTION METHODOLOGIES

Secondary irrigation revenue is projected using a number of methodologies, including: Trend analysis, connection estimates (tied with new building permits), water rate studies, and weather forecasts. Predicted rate increases are also factored into future estimates.

SIGNIFICANT TRENDS

Currently secondary irrigation user charges are not sufficient to cover operational and debt service payments. Cash deficits are being covered by the culinary water fund. A portion of the debt service payments are impact fee eligible, however, the secondary irrigation impact fee fund has a negative unrestricted net position.

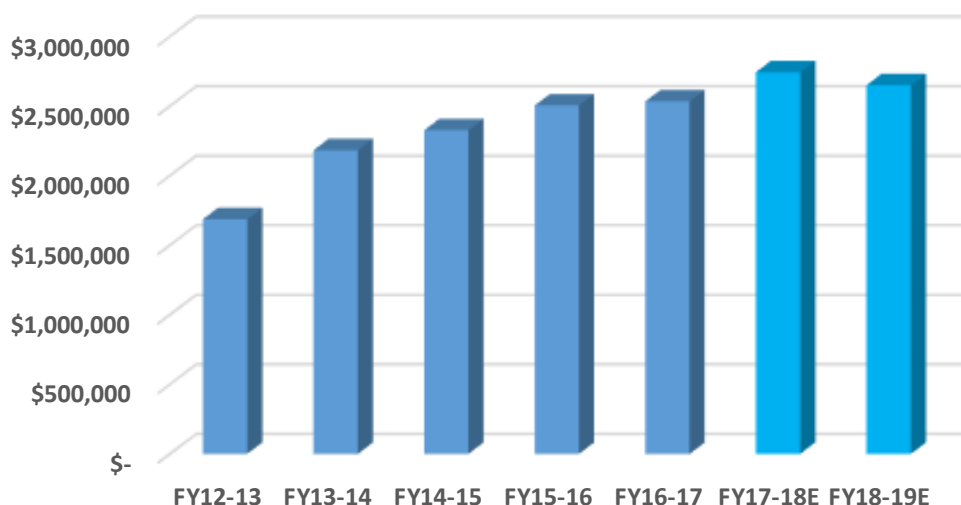
COLLECTION

Water users receive monthly utility billing statements from the City.

AUTHORIZED USES

All collected funds are restricted to use within the Secondary Irrigation Fund.

Revenue Received/Future Projections



Revenue—Sewer Fund

DESCRIPTION

The Sewer Fund accounts for the sewage collection systems of the City for its residents.

FUNDS/ACCOUNTS

Sewer Fund

64-3730-100	Sewer Sales
64-3730-400	Sewer Connection Fee
64-3730-600	Miscellaneous Income
64-3730-650	Utilities Used by Other Funds
64-3730-700	Interest Earnings

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

REVENUE PROJECTION METHODOLOGIES

Sewer revenue is projected using a number of methodologies, including: Trend analysis, connection estimates (tied with new building permits), utility rate studies, and projected culinary water consumption. Predicted rate increases are also factored into future estimates.

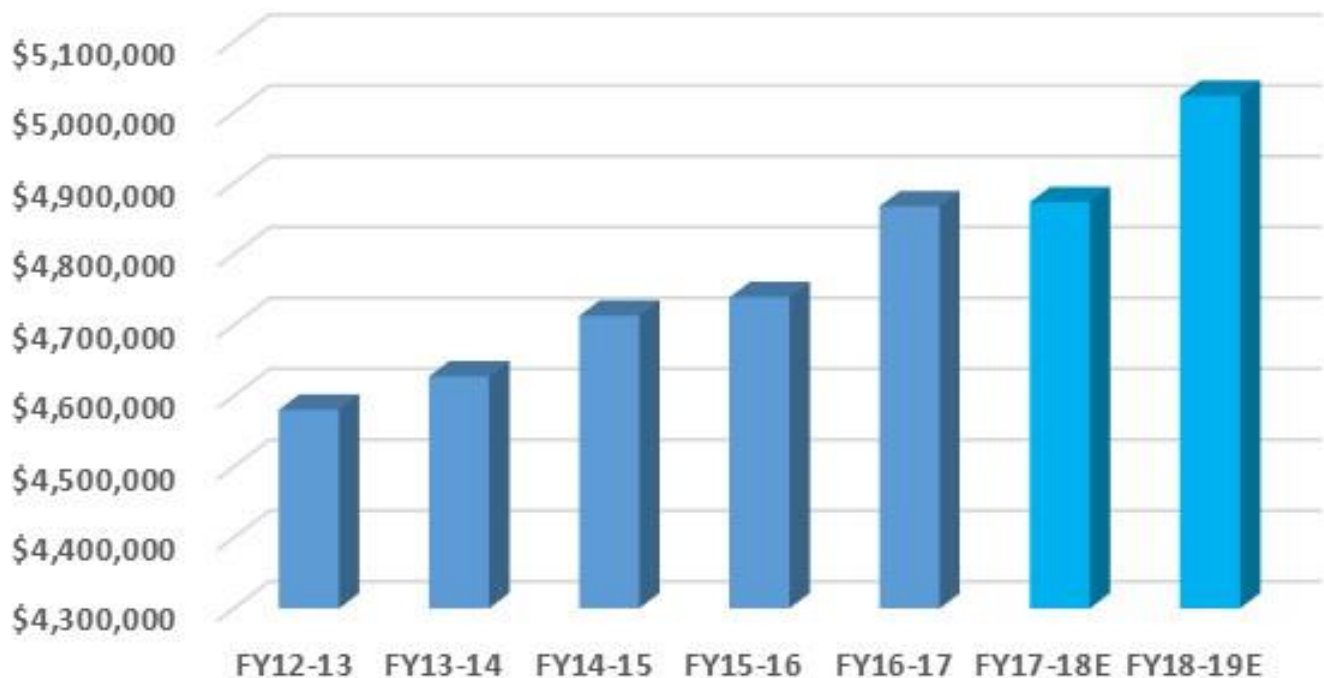
COLLECTION

Sewer users receive monthly utility billing statements from the City. The sewer rate charged to residents is adjusted yearly based on culinary water usage.

AUTHORIZED USES

All collected funds are restricted to use within the Sewer fund.

Revenue Received/Future Projections



Revenue—Storm Drain Fund

DESCRIPTION

The Storm Drain Fund accounts for the maintenance, cleaning, inspection, and construction of storm drain infrastructure within the City.

FUNDS/ACCOUNTS

Storm Drain Fund

66-3750-200	Storm Drain Fee
66-3750-500	Storm Drain Development Fee
66-3750-700	SWPP Citations
66-3750-750	Interest Earnings

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

REVENUE PROJECTION METHODOLOGIES

Storm drain fund revenue is projected using a number of methodologies, including: Trend analysis, new accounts, and utility rate studies. Predicted rate increases are also factored into future estimates.

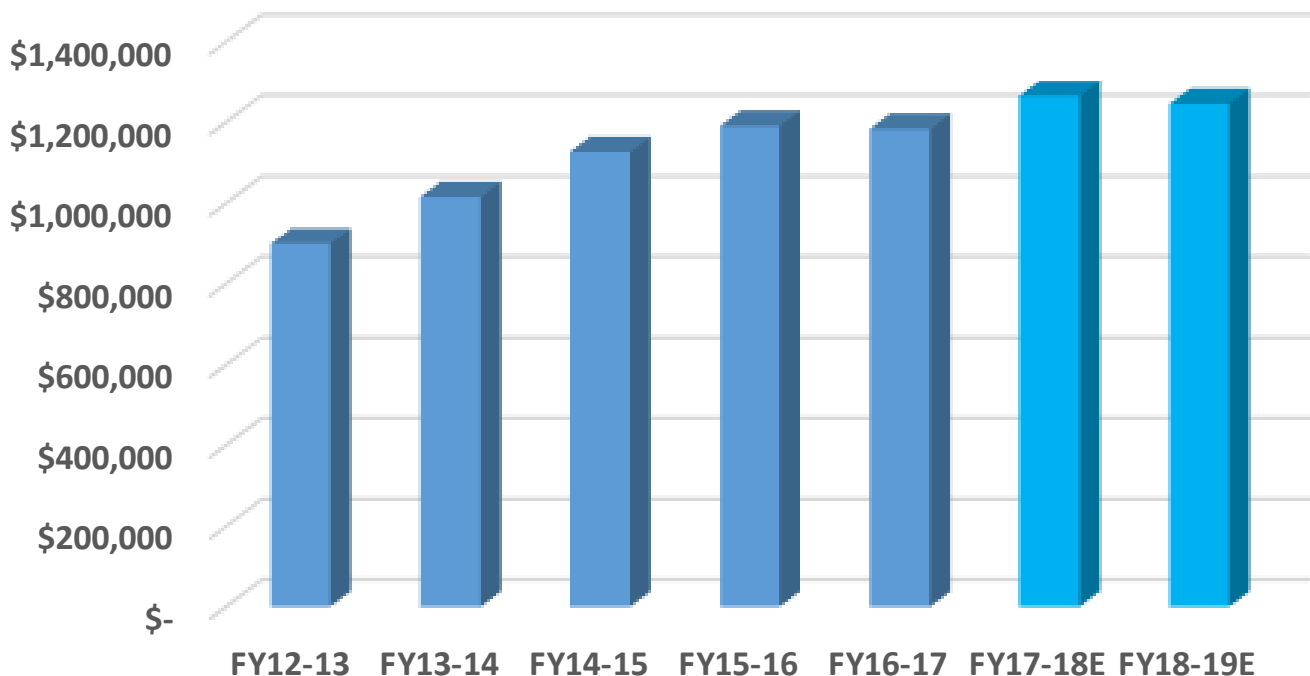
COLLECTION

Storm drain users receive monthly utility billing statements from the City.

AUTHORIZED USES

All collected funds are restricted to use within the Sewer fund.

Revenue Received/Future Projections



Revenue—Sanitation and Recycling Fund

DESCRIPTION

The Sanitation and Recycling Fund accounts for the revenue and expenditures of providing sanitation and recycling services to the residents of the City and internal City departments. The City contracts with an outside provider (currently Republic Services) for these functions.

FUNDS/ACCOUNTS

Sanitation and Recycling Fund

68-3790-100	Refuse Collection Fees
68-3790-200	Recycling Fees
68-3790-700	Interest Earnings

CURRENT RATE

Rates are set in a separate fee schedule available on the City's website, at City offices, or in this budget document.

REVENUE PROJECTION METHODOLOGIES

Sanitation and recycling fund revenue is projected using a number of methodologies, including: Trend analysis, new accounts, and rates charged by the City's outside providers. Predicted rate increases from external providers are also factored into future estimates.

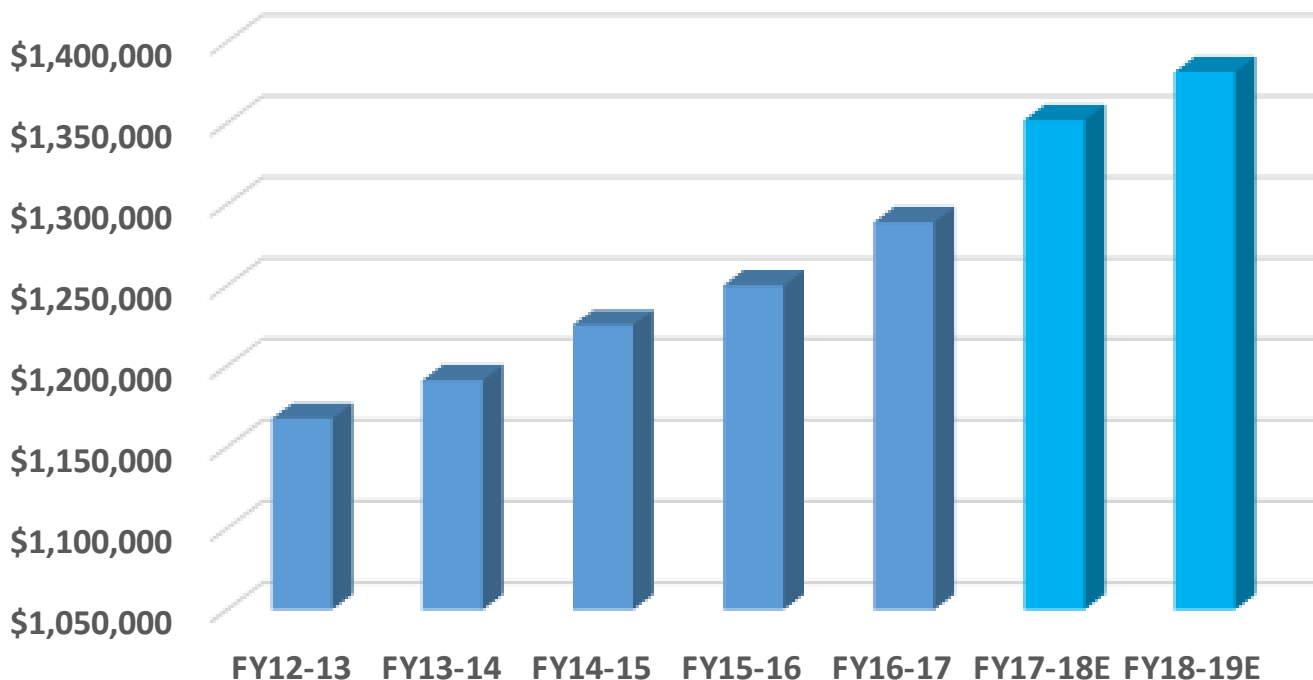
COLLECTION

Sanitation and recycling users receive monthly utility billing statements from the City.

AUTHORIZED USES

All collected funds are restricted to use within the Sanitation and Recycling fund.

Revenue Received/Future Projections



Revenue—East Side RDA Fund

DESCRIPTION

The East Side RDA fund accounts for activities of the East Main RDA Project Area created in 1992.

FUNDS/ACCOUNTS

East Side RDA Fund

81-3900-150	Tax Increment—East Side
81-3900-152	Haircut—East Side
81-3900-600	Interest Earnings

CURRENT RATE

The City received its last tax increment distribution in fiscal year 2018. The City will continue to receive tax increment “haircut” monies through FY2024.

REVENUE PROJECTION METHODOLOGIES

The City uses an external consulting firm for RDA tax increment and haircut projections.

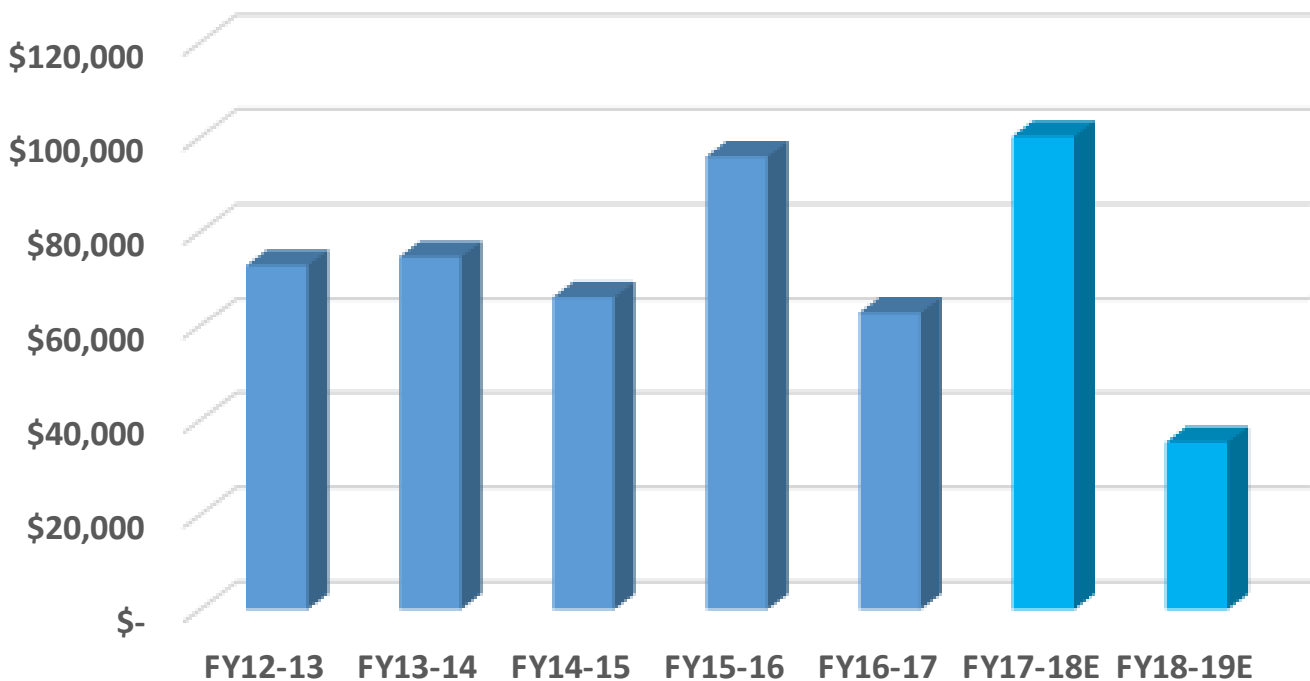
COLLECTION

Utah County collects and distributes RDA tax increment and haircut monies on a yearly basis.

AUTHORIZED USES

All collected funds are used for activities within the East Main RDA project area.

Revenue Received/Future Projections



Revenue—Business Park RDA Fund

DESCRIPTION

The Business Park RDA fund accounts for activities of the North Valley RDA Project Area created in 1987

FUNDS/ACCOUNTS

Business Park RDA Fund

82-3900-200	Tax Increment-Business Park
82-3900-202	Haircut-North Valley
82-3900-600	Interest Earnings

CURRENT RATE

The City will receive its last tax increment distribution in fiscal year 2019. The City will continue to receive tax increment “haircut” monies through FY2024.

REVENUE PROJECTION METHODOLOGIES

The City uses an external consulting firm for RDA tax increment and haircut projections.

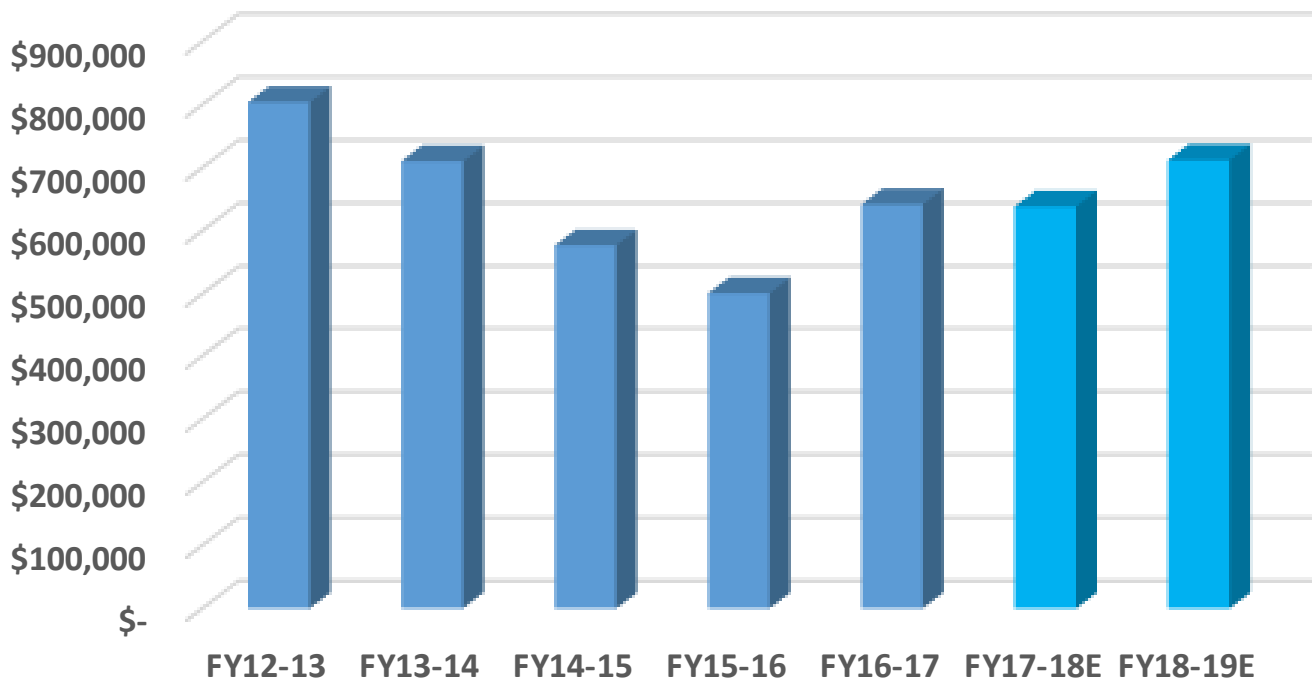
COLLECTION

Utah County collects and distributes RDA tax increment and haircut monies on a yearly basis.

AUTHORIZED USES

All collected funds are used for activities within the North Valley RDA project area.

Revenue Received/Future Projections



Revenue—Egg Farm EDA Fund

DESCRIPTION

The Egg Farm EDA fund accounts for activities of the Egg Farm EDA Project Area created in 2013.

FUNDS/ACCOUNTS

Egg Farm EDA Fund

- 83-3900-250 Tax Increment-Egg Farm
- 83-3900-251 Tax Increment-Egg Farm-Housing
- 83-3900-600 Interest Earnings

CURRENT RATE

The City will receive its last tax increment distribution in fiscal year 2028. The City is required to distribute 20% of tax increment received to affordable housing projects.

REVENUE PROJECTION METHODOLOGIES

The City uses an external consulting firm for RDA tax increment projections.

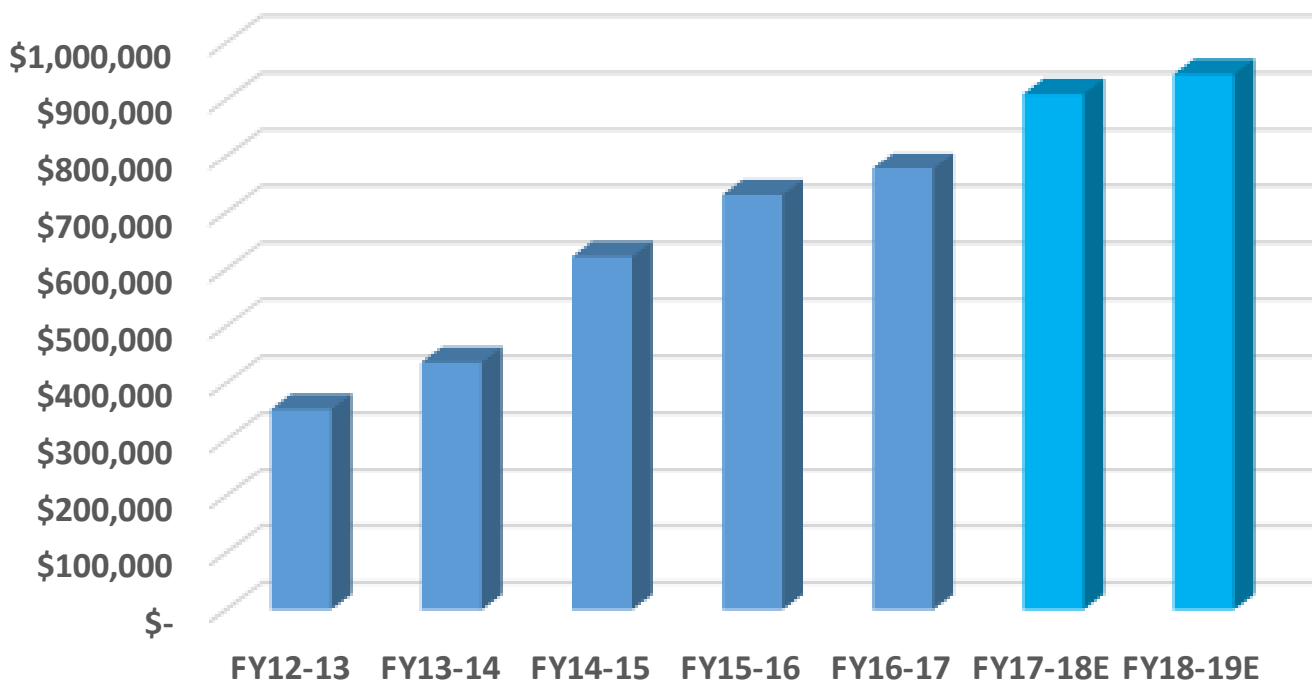
COLLECTION

Utah County collects and distributes EDA tax increment and haircut monies on a yearly basis.

AUTHORIZED USES

All collected funds are used for activities within the Egg Farm EDA project area.

Revenue Received/Future Projections



FUND BALANCE AND RESERVES

General Fund

Section 10-6-116 of the Utah Code limits the accumulated balance or reserves that may be retained in the General Fund. The use of the balance is restricted as well. General Fund unrestricted (committed, assigned, and unassigned) fund balance cannot exceed 25 percent of the total revenue for the fund. Fund balance is accumulated for the following purposes:

- 1) To have adequate funds in case of emergency or unexpected events.
- 2) To secure the City's debt and related bond ratings.
- 3) To meet requirements for liabilities already incurred but not yet paid.
- 4) To avoid short-term debt.
- 5) To provide for planned and unplanned capital expenditures.

Utah Code further limits the minimum general fund balance to be maintained at 5 percent of the fund's revenues. No appropriations may be made against the 5 percent mandated minimum. Under no circumstances will the general fund balance be less than two months of regular general fund operating expenditures or 5 percent, whichever is greater.

The general fund balance reserve is an important factor in the City's ability to respond to unforeseen and unavoidable emergencies and revenue shortfalls. Alternative uses of excess fund balance must be carefully weighed. The City will strive to increase general fund balance to 20 percent of budgeted revenues. The City Council may appropriate fund balance as needed to balance the budget for the current fiscal year in accordance with state law. Any amount in excess of 20 percent will be automatically transferred to

the City's capital projects fund to be designated for street reconstruction and maintenance.

Proprietary (Enterprise and Internal Service) Funds

The state of Utah does not impose limits on the accumulation of fund balances in proprietary (enterprise or internal service funds) or special revenue funds. The City defines fund balance for proprietary funds as current assets minus current liabilities. The City strives to maintain a target reserve of 20 percent of revenues for the City's enterprise funds. Internal service funds are designed to function on a cost-reimbursement basis and should not accumulate significant reserves. Reserves will be accumulated, however, for the purchase and replacement of capital assets (such as the City's vehicle replacement program).

Debt Service Funds

Debt service reserve funds are established to protect bondholders from payment defaults. Adequate debt reserves are essential in maintaining good bond ratings and the marketability of bonds. The amount of debt reserves is established by bond ordinance for each fund in association with each bond issuance. At times, it may be desirable to use bond insurance rather than debt reserves. This is generally based on the recommendation from the City's financial advisor.

DEBT MANAGEMENT

State statutes limit the amount of General Obligation debt the City may issue for general purposes to 4 percent of the fair market value of the taxable property within the City's general jurisdiction. An additional 8 percent of indebtedness may be issued for water or sewer projects when such utilities are owned or controlled by the City.

The City's revenue debt levels are to be limited by debt service coverage ratios (e.g., annual net pledged revenues to annual debt service) or credit rating impacts (e.g., additional bonds should not lower ratings) contained in bond covenants.

The City will not issue debt obligations or use debt proceeds to finance current operations. The issuance of long-term debt should only be considered when current revenues cannot be used to finance the project, or are not sufficient, or in cases where it is more equitable to finance the project over its useful life. The payback period of the debt should never exceed the estimated useful life of the capital project. An analysis of the effect of the issuance on the City's debt ratio, as well as the impact on the City's ability to finance future projects, should be prepared prior to the issuance of debt. In addition, the identification of a revenue source to cover debt service payments will be required.

Principal and interest on all outstanding debt will be paid in full and in a timely manner. The payment of debt will be secured by the full faith, credit, and taxing power of the City in the case of General Obligation bonds, and the pledge of specified, limited revenues in the case of revenue bonds.

Debt service payments should be analyzed and structured to meet the City's financing objectives for each project. In general, bonds should be structured for level payments over the useful life of the issue unless anticipated revenues dictate otherwise, or if the useful life of the financial project(s) suggest a different maturity schedule.

Refunding

Whenever feasible, short or long-term borrowing should be utilized to take advantage of opportunities

to restructure or refund current debt when possible. In general:

- 1) The City will refund debt when it is in the best financial interest of the City to do so, and the Finance Director will have the responsibility of analyzing outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the City Council, and all plans for refunding of debt must be in compliance with state laws and regulations.
- 2) The Finance Director will consider the following issues when analyzing possible refunding opportunities:
 - i. *Onerous Restrictions*—Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
 - ii. *Restructuring for Economic Purposes*—The City will refund debt when it is in the best financial interest of the City to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Finance Director if the refunding generates positive present value savings, and the Finance Director must establish minimum present value savings and negative arbitrage thresholds for any financing. Currently, the Finance Director has set a minimum Net Present Value (NPV) savings threshold of 3 percent (net of any applicable negative arbitrage).

- iii. *Term of Refunding Issues*—The City will refund bonds within the term of the originally issued debt. However, the Finance Director may consider a maturity extension, when necessary, to achieve a desired outcome, provided such extension is legally permissible. The Finance Director may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
- iv. *Escrow Structuring*—The City will refund bonds within the term of the originally issued debt. However, the Finance Director may consider maturity extension, when necessary, to achieve a desired outcome.

Conduit Debt

Conduit debt will be limited on a transaction basis as approved by the City. Approval of conduit debt issuance will be based on the borrower's creditworthiness, the purpose of the borrowing issue, borrower's credit rating, size of proposed issuance, and other limitations as imposed by the City. Under no circumstances will the City pledge any City revenues, credit, assets, etc., towards conduit debt. Debt service on conduit debt will be solely the responsibility of the borrower. The City will charge the borrower a reasonable fee for any conduit issuance plus additional fees based on the work associated with the conduit issuance.

GRANTS

A grant is an award of financial assistance in the form of money or property by a funding source including the Federal Government, State Government, other

local governments, non-profit agencies, and private businesses and citizens.

The City will seek grant funding whenever possible and feasible. The City program, department, or division desiring to submit a grant application soliciting funds will prepare a request as outlined by the grantor's requirements. The department head or designee should sign the grant application as approval that funds are available and they are supportive of the fiscal impacts to the department. The department applying for the grant should make every effort to project all initial and ongoing costs associated with the grant program, including but not limited to: Staff support, needed assistance for computer systems, office space, utilities, systems furniture, vehicles, office equipment, office supplies, computer software, and hardware/telephone charges.

Prior to submission, all grant applications with a monetary impact will be reviewed by the Finance Director to identify potential budgetary, cash flow, procurement, financial reporting, or compliance requirements. The Finance Director will obtain the City Administrator's approval and notify the City department that the application has been approved. Under no circumstances will a grant be accepted that will incur management reporting costs greater than the grant amount.

Awarded grants will be submitted to the Finance Department for inclusion in the City's budget. The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and guidelines that must be followed to comply with the grant requirements) will be forwarded to the Finance Department, who will review the grant award for reporting requirements, special conditions, and deadlines related to administering the grant.

City departments should notify the Finance Department if:

- 1) There is a subsequent alteration in the funding configuration;
- 2) There is a subsequent alteration in the City's financial obligations;
- 3) Grant funds will be carried forward into the next year;
- 4) There is notification that the grant will be terminated.

All grant expenses must comply with the terms set forth in the grant application, grant award letter, and City procurement policies (if not outlined in the grant award). Documentation for all expenditures must be retained by the department for audit purposes. The Finance Department, with the assistance of City departments, will maintain a list of all federal and state awards received and expended, along with the Catalog of Federal Domestic Assistance (CFDA) title and number, award number, award, year, name of federal agency, and name of pass-through agency (if applicable).

Departments are responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods. Each department is responsible to apply for grant extensions, if necessary.

Departments are also responsible for monitoring the financial status of their grants. Departments must also monitor grants for compliance with all applicable federal, state, and local regulations, and ensure that grant expenditures are in compliance with grant procurement policies and procedures.

The requesting department is responsible for providing financial reports to grantors. If it is determined

that the report preparation is to be handled by the Finance department, this must be indicated to the Finance Director during the initial grant application review.

AUDITING AND FINANCIAL REPORTING

Accounting Practices

The City's accounting and financial reporting systems will be maintained in accordance with Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

The government-wide, proprietary, and fiduciary fund financial statements (if using) will be prepared using the economic resources measurement focus and accrual basis of accounting. Governmental fund financial statements will be reported using the current financial resources measurement focus and modified accrual basis of accounting.

In general, the City is able to collect most of its receivables, the majority relating to taxes and utility billing. The City will record an allowance for uncollectible accounts in the General Fund for ambulance billing, in the Enterprise Funds for utility billing, and the Broadband Fund for leased fiber lines.

For inventory, the City will use a "first in, first out" (FIFO) basis.

The Finance Director, under the direction of the City Administrator, will have the authority to make procedural decisions with respect to specific accounting treatments, such as interpretation of accounting principles, design of the general ledger and chart of accounts, and similar items. However, in certain special or unique situations, review by the City Council may be necessary. The City Council will be made known of any issue that:

- 1) Creates controversy among those responsible for audit oversight, or between said individuals and the external auditors.
- 2) Is or will be material to the financial statements.
- 3) Involves significant uncertainty or volatility that could materially affect an estimate.
- 4) Is or will be a matter of public interest or exposure.
- 5) Must be reported to an external body, and those responsible for audit oversight are unclear or undecided on its presentation.
- 6) Relates to the application of a standard in a way that is not consistent with general practice or in a way that is different from how it has been applied in previous years.
- 7) Relates to key controls over financial information that are being designed or redesigned, or have failed or are otherwise being addressed by the City.

Financial Reporting

The Comprehensive Annual Financial Report (CAFR) will include the General Fund, all special revenue, debt service, capital project, permanent, proprietary, fiduciary funds (if using), and component units, which the City is required to report under GAAP. The report will be made for general public as soon as possible.

It is the City's policy that all external financial reporting be in conformance with GAAP. As an additional independent confirmation of the quality of the City's financial reporting, the City will seek to obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. The City will upload revenue and expense transaction data to the Utah Public Finance website monthly. Employee compensation data will be uploaded to the Utah Public Finance website yearly, or as prescribed by state law and the Utah State Auditor's Office. As an additional independent confirma-

tion of the quality of the City's budget document, the City will annually seek to obtain the GFOA Distinguished Budget Presentation Award. The budget will satisfy criteria as a financial and programmatic policy document, a comprehensive financial plan, an operations guide for all organizational units, and a communication device. The Adopted Budget will be posted online and in compliance with State statutes. The City will follow all state statutes regarding financial reporting.

The Finance Director, under direction of the City Administrator, will prepare financial reports for the Mayor and City Council in a format consistent with the annual adopted budget monthly. Such reports will enable the City Council to be constantly informed of the financial status of the City. The City Administrator and Department heads will also be issued monthly reports. Upon issuance of the financial reports, the previous month will be closed in the accounting system to prevent back-dated transactions that could materially change the issued reports.

The CAFR will be audited annually by a Certified Public Accounting firm. The annual audit encompasses areas of financial reporting, internal control, federal grants, and departmental audits.

Audit Oversight

As required by Utah State Code, an independent audit of the City's financial condition and procedures shall be obtained by means of a third-party independent certified audit firm. The Finance Director shall be the primary contact with the independent auditors, and is in charge of arranging audit schedules and managing requirements of the annual audit.

The Finance Director will bring important issues identified during, or related to, the audit to the Mayor, City Council, and City Administrator as necessary. The City will request proposals for audit services from qualified independent Certified Public Accounting Firms a minimum of every five (5) years through a

Request for Proposal (RFP) process. In accordance with the Government Finance Officers Association (GFOA) best practice guidelines, the current auditors can be included in the RFP process.

While price is an important part of the selection process, the principal factor in the selection of an independent auditor is the auditor's ability to perform a quality audit.

In addition, general oversight will be conducted by the Mayor, City Administrator, and Finance Director. At the Mayor's discretion, an Audit Committee may be formed and duly appointed. The audit committee, if constituted, shall provide oversight of the financial reporting process, the audit process, the system of internal controls and general compliance with laws and regulations.

INTERNAL CONTROL

Overall Objective

The City's system of internal controls should be able to provide reasonable, but not absolute, assurance that the following objectives have been met:

- 1) Reliable reporting of financial transactions.
- 2) Effective and efficient City operations.
- 3) Compliance with applicable laws, regulations, contracts, and grant agreements.

Control Environment

The control environment is the foundation for all other components of internal control, providing discipline and structure. Management establishes the "tone at the top" regarding the importance of internal control and expected standards of conduct, and reinforces expectations at various levels. Control environment factors include the integrity, ethical values, and competence of the City's personnel; the way

management assigns authority, responsibility, and organizes and develops its personnel; and the attention and direction provided by the Mayor and City Council.

The legislative body has adopted a personnel policies and procedures manual, prepared by the City Administrator, that details policies, expectations, and other employment-related topics. This manual is to be reviewed annually to determine needed revisions to comply with state and federal laws, as well as practices of the City. Each employee receives a copy of the personnel manual, which includes a policy on business ethics and conduct, and signs an acknowledgment of receipt. The City will hold a minimum of one training a year where human resource topics are covered.

Management has developed job descriptions for each position and reviews employee compliance on a semi-annual basis (at a minimum) through performance evaluations. Each Department Head will review applicable job descriptions annually to ensure accuracy and completeness.

The City Administrator and Finance Director prepares an annual budget with input from Department Heads, using historical data from the three previous years.

The Finance Director and City Administrator, with input from the Department Heads, will also prepare an annual capital budget.

A proposed budget is presented to the Mayor and City Council during at least one budget workshop. The City Administrator, Finance Director, and Department Leads are present to explain their budgets.

Finally, organizational charts reviewed periodically as job descriptions and positions are added or changed to determine if the reporting structure, authority, and responsibility documented is still accurate.

RISK ASSESSMENT

City officials and management assess the risk of operations continually. The City has chosen to transfer the most common types of risk, such as property, casualty, liability, errors, omissions, worker's compensation, and surety bonds, through the purchase of insurance.

The City faces a number of financial risks in normal operations, including the following:

- 1) Collections could be lost or misappropriated.
 - 2) Collections could be recorded improperly.
 - 3) Collections may not be deposited in the bank and recorded timely.
 - 4) Disbursements could be unauthorized.
 - 5) Disbursements could be made for personal items.
 - 6) Disbursements could be made for items never received.
 - 7) Bank balances may be inaccurate due to failure to reconcile bank accounts.
 - 8) Capital assets or inventory items could be missing.
 - 9) Inventory is not available when needed.
 - 10) Grant funds could be spent for unallowable items.
 - 11) Grant rules may not be followed which could result in having to return funds.
 - 12) Reporting requirements are not met.
- 1) All collections will be receipted in the appropriate fund and revenue code, and recorded in the general ledger daily.
 - 2) A pre-numbered receipt will be issued for each collection made. Walk-in customers must be offered a receipt.
 - 3) The cash drawer and night drop box (if applicable) will be reconciled daily by two personnel. One of the personnel must be independent of the collections process.
 - 4) No checks will be cashed from the cash drawer.
 - 5) All funds will be deposited within three business days or state statute, whichever is shorter.
 - 6) The cash drawer will be locked when unattended and placed in a designated area after hours.
 - 7) At no time will cash be unattended.
 - 8) Employees are prohibited from comingling City assets with personal assets.
 - 9) Chart of accounts coding will be reviewed by the Finance Director monthly as part of the month-end closing procedure.
 - 10) Bank reconciliations will be performed monthly by the Finance Director or designee and completed no later than the 15th of the following month. If the reconciliation is performed by a person other than the Finance Director, the Finance Director will review and sign the bank reconciliation upon completion.
 - 11) The Finance Director and City Treasurer will perform unscheduled cash counts to ensure no personal checks are in cash drawers and ensure the drawers are in balance.

CONTROL ACTIVITIES

Control activities are objectives, policies, and implemented procedures designed to address significant areas identified in the Risk Assessment section.

Collections/ACH

The City has implemented a number of policies regarding collections and ACH:

Disbursements/Drafts

The City has a number of objectives related to the disbursement of City monies. These objectives include:

- 1) Ensuring each disbursement is for a valid City purpose and is necessary.
- 2) Disbursements occur in a timely manner.
- 3) Disbursements are accurately coded in the accounting system.
- 4) Disbursements are legally appropriated.

To achieve these objectives, the City follows a number of policies, including:

- 1) The City has adopted a purchasing policy that complies with state law.
- 2) Department heads (or designees) approve all department expenditures, excluding utilities. Department heads will be provided a copy of utility statements after payment.
- 3) Accounts Payable will prepare weekly check runs using backup documentation and present the runs to the Finance Director for review and approval. In addition, the City Treasurer and City Administrator will also approve the check runs.
- 4) All checks require two signatures—the City Administrator and City Treasurer.
- 5) Each check register will be submitted for review by the City Council.

Safeguarding of Assets

In order to ensure City assets are properly valued and protected, a number of policies and procedures have been implemented, including the following:

- 1) All bank account statements (checking savings, investment, trust, *etc.*) are reconciled to the gen-

eral ledger within 15 days of the date of the statement. Bank reconciling items will not be carried forward more than sixty (60) days.

- 2) All bank accounts are held in financial institutions under the City's name only and only authorized employees (two signatures required) are allowed to open new accounts. Under no circumstances should the Finance Director be a signer on any bank or investment account. The City Treasurer must be listed as a signer on all bank accounts.
- 3) All withdrawals, checks, liquidations, *etc.*, from any bank account requires two signatures.
- 4) Inventory records will contain enough information to readily identify corresponding capital assets. Capital assets are tagged or otherwise identified during a physical inventory. Inventories are to be performed biennially and staggered (in other words, half of the City's assets should be inventoried one year and the remaining assets the next). Disposal of inventory or fixed assets are done according to City policy.
- 5) Insurance policies are reviewed annually for accuracy of covered assets.
- 6) Surety bonds are reviewed and renewed on an annual basis in accordance with state law.
- 7) Additionally, proper safeguards are in place to prevent theft or loss of assets.

Compliance

To ensure the City is in compliance with state and federal laws, the following policies have been implemented regarding compliance:

- 1) The City maintains and follows the debt management policy prescribed earlier in this policy.

- 2) The Finance Director and City Administrator will consult with the City's financial advisor on all debt-related issues.
- 3) The City will maintain and follow the prescribed grant management policy outlined earlier.

Information and Communication

City management has the responsibility to adequately communicate and provide financial information to both internal and external parties. It is important that employees know the objectives, policies, and procedures management has established and what the expectations are for internal controls. External stakeholders (citizens, developers, creditors) also seek information regarding objectives and reliable financial information. To accomplish this, the following policies and procedures have been implemented:

- 1) The City will maintain data in a computerized accounting system. Requests for financial information should be provided through a computer-generated report whenever possible to maintain the integrity of the data.
- 2) The City will comply with the Utah Government Records Access and Management Act (GRAMA), Utah Open and Public Meetings Act, and Utah Code relating to public transparency. All requests, with the exception of Police requests, will be forwarded to the City Recorder to ensure compliance with state law. Personally identifiable, confidential, or protected information will be redacted in accordance with state law.

Monitoring

The internal control system of the City will change as technology, staff, objectives, and policies change. Management is charged with continually monitoring the internal control system to ensure it is operating as

it was designed to do and ensure the following policies and procedures are being followed:

- 1) An annual risk assessment will be conducted to ensure that internal controls continue to work as designed over time.
- 2) Management evaluate, and if needed, change the design of the internal control system or implement corrective actions to improve the effectiveness of the existing system.
- 3) Members of management will periodically review the procedures outlined in this manual to ensure policies are being implemented and objectives are being met.

LONG-TERM FINANCIAL PLANNING

The City will work towards creating a long-term financial plan to maintain long-term fiscal solvency of the City by identifying significant future expenses, liabilities, problems, and resources that are not included or recognized in the current budget. This plan should contain the following components:

- 1) Annually prepare a five-year forecast that maintains the current level of services, including known changes that will occur during the forecast period. If the forecast does not depict a positive operating position in all five years of the forecast, the City will strive to balance the operating budget for all years included in the financial forecast.
- 2) Annually evaluate trends from a budget-to-actual perspective and from a historical year-to-year perspective to identify areas where resources have been over allocated. This will improve the accuracy of revenue and expenditure forecasts by eliminating the impact of recurring historical variances.

3) The forecast should include, but not be limited to, an analysis that may include such factors as:

- i. Economic growth rates
- ii. Retail sales activity
- iii. State of Utah revenue and expenditure impacts
- iv. Census data
- v. Residential development activity
- vi. Industrial activity
- vii. Demographic changes
- viii. Legal and regulatory changes
- ix. Costs that are deferred or postponed until the future
- x. Full ongoing impact of grants
- xi. Future costs of URS (Utah Retirement Systems) and pension assets/liabilities
- xii. Costs of new programs that are not fully funded
- xiii. Difference between ongoing and one-time expenses and revenue
- xiv. Operating costs associated with capital improvement projects
- xv. Impact of demographic and economic changes on services, revenue, and program costs
- xvi. Financial trends
- xvii. Problems and opportunities facing the City.
- xviii. Alternative strategies to address the issues

CAPITAL ASSET PROGRAM PLAN

The capital asset plan covers any facility, equipment purchase, or construction which results in a capitalized asset cost equal to or greater than \$10,000 and having a useful life (depreciable life) of five years or more. Also included are major maintenance projects of \$10,000 or more that have a useful life of at least five years.

The City will operate and maintain its physical assets in a manner that protects the public investment and ensure achievement over their maximum useful life.

The City will consider a Renewal and Maintenance Reserve account for each operating fund responsible for major capital assets.

Each year a five-year Capital Improvement Plan (CIP) will be prepared. The plan will identify and set priorities for all major capital assets to be acquired or constructed by the City. The first year of the CIP will be included in the proposed budget.

An assessment of each City facility will be conducted at least every five years. The report should identify repairs needed in the coming five years to ensure the maximum useful life of the asset. This information will be the basis for capital improvement planning for existing facilities and in determining the adequacy of the Renewal and Maintenance Reserve account.

The CIP will identify adequate funding to support repair and replacement of deteriorating capital assets and avoid a significant unfunded liability from deferred maintenance.

To the extent possible, improvement projects and major equipment purchases will be funded on a pay-as-you-go basis from existing or foreseeable revenue sources. Fund balances, in accordance with the City's

Fund Balance policy, may be used for one-time expenditures such as capital equipment or financing of capital improvements.

Debt (including capital leases) may only be used to finance capital projects, including land acquisition, and not ongoing operations. Debt issued must be in accordance with the City's Debt Management policy.

Acquisition or construction of new facilities should be done in accordance with adopted facility and/or master plans. Prior to approving the acquisition or construction of a new asset, the City Council should be presented with an estimate of the full cost to operate and maintain the facility through its useful life and the plan for meeting those costs. No capital project should be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed.

REVENUE POLICY

The City should strive to maintain a diversified mix of revenues in order to balance the sources of revenue amongst taxpayers and to provide ongoing stability and predictability. Sales tax is a major source of revenue for the General Fund, which is a direct function of business cycles and inflation, making it a volatile source of revenue.

- 1) Property taxes and other stable revenues provide a reliable base of revenues during periods of economic downturn.
- 2) The City's overall revenue structure should be designed to recapture for the City some of the financial benefits resulting from City economic and community development investments.
- 3) The City will strive to keep a total revenue mix that encourages growth, and keeps the City economically competitive and a City of choice for

people to live and do business.

Tax dollars should support essential City services that benefit and are available to everyone in the community (such as parks, police, and fire protection).

User charges in lieu of general revenue sources should be implemented for identifiable services where the costs are related to the level of service.

User charges and fees should be at a level that reflect service costs. Components of user charges should include operating and capital costs, as well as the direct and indirect costs of providing that service. Full cost charges should be imposed unless it is determined that policy, legal, or market factors require lower fees.

The City, when setting fees and charges, should consider policy objectives, market rates, and charges levied by other public and private organizations for similar services. Non-resident fees should be set at market levels to minimize the tax burden on City residents.

User charges for Enterprise Fund services such as water, sewer, storm water, and solid waste collection should be set at rates sufficient to finance all direct and indirect operating, capital, reserve/working capital, and debt service costs. Overhead expenses and general government services provided to the enterprise activities should be included as indirect costs. Rates will be set such that these enterprise funds are never in a cash deficit during the year. User fees should not exceed the full cost of providing the service.

Internal service fees should be set to capture full costs, including direct and indirect expenses. Cost for services should be allocated to departments using a rate model.

Administrative fees should be assessed on all non-general fund supported capital projects. These fees allocate the proportionate share of general government services to those projects so that the general fund is not required to subsidize infrastructure or economic development projects.

All private money donated, contributed, or lent to the City are subject to grant solicitation and acceptance procedures, and should be deposited in the appropriate City fund and accounted for as public money through the City's budget process and accounting system.

Finally, one-time revenue sources should only be used for one-time expenditures and not for ongoing expenditures.

EXPENDITURE POLICY

The City Council will approve the budget by fund at the category or program level. Expenditures anticipated to be in excess of these levels require approval of the City Council through a budget amendment.

The City will follow employee compensation policies consistent with the City's adopted Personnel Policies and Procedures manual.

The City will follow the adopted purchasing policy for public procurements and improvements. All expenditures will be approved by a Department Head or designee. The City will make every effort to control expenditures and ensure City services and programs provided to its citizens and taxpayers are cost effective and efficient.

OPERATING BUDGET POLICY

The City will prepare an annual budget with the participation of all City departments. Budgetary procedures will conform to state and local regulations, including adoption of a balanced budget. A balanced

budget is achieved when the amounts available from taxation and other sources, including amounts carried over from prior fiscal years, equals the total appropriations for expenditures and reserves.

The City's budget will support City Council strategic goals and priorities, and the long-range needs of the City. Essential services will receive first priority for funding. The City will attempt to maintain current service levels for all essential services. The City will identify low priority services for reduction or elimination, if necessary, before essential services. The City will consider the establishment of user fees as an alternative to service reductions or elimination.

In all actions to balance the budget, the City will attempt to avoid layoffs of permanent employees, if possible. Personnel reductions will be scheduled to come primarily from attrition. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing necessary expenditures or accruing future years' revenues.

The budget will provide sufficient funding to cover annual debt retirement costs. The City will consider technological and capital investment programs which are cost effective and which will reduce operating costs as high funding priorities.

The City will manage each fund as an independent entity in accordance with applicable statutes and generally accepted accounting principles (GAAP). Direct and administrative costs will be allocated to each fund based upon the costs of providing those services.

The City will take immediate corrective action if, at any time during the fiscal year, financial monitoring indicates that an operating fund's anticipated

expenditures will exceed its anticipated revenues. In order to ensure this, the City will maintain a budgetary control system and use a budget/encumbrance control system to ensure proper budgetary control.

Finally, the City will prepare a budget document which complies with the standards necessary to obtain the *Award for Distinguished Budget Presentation* from the Government Finance Officers Association (GFOA). The City will submit its budget for award consideration annually.



Playground in American Fork

LEGAL DEBT MARGIN-AS OF JUNE 30, 2017

State statutes limit the amount of general obligation debt the City may issue for general purposes to 4% of the fair market value of taxable property within the City's general jurisdiction. An additional 8% of indebtedness may be issued for water or sewer projects when such utilities are owned or controlled by the City. Below is the City's legal debt margin as of June 30, 2017:

Assessed Value	\$ 1,979,754
Reasonable Fair Cash Value	\$ 2,809,050
Debt Limit (12% of Reasonable Cash Value)	224,724
Debt applicable to limit:	
General obligation bonds	42,025
Less: Amount set aside for repayment of general obligation debt	-
Total net debt applicable to limit	42,025
Legal debt margin	<u>\$ 182,699</u>

	Fiscal Year									
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Debt limit										
General (4% Fair Cash Value)	\$ 90,084	\$ 89,099	\$ 93,870	\$ 92,042	\$ 87,484	\$ 84,343	\$ 83,724	\$ 86,265	\$ 95,334	\$ 112,362
Water and Sewer (8% Fair Cash Value)	180,168	178,198	187,740	184,084	174,968	168,686	167,448	172,530	190,668	224,724
Total 12% Debt Limit	270,252	267,297	281,610	276,126	262,452	253,029	251,172	258,795	286,002	337,086
Total Net Debt Applicable to Limit	68,029	66,889	65,698	58,815	56,425	52,425	51,368	48,863	45,030	42,025
Legal debt margin	<u>\$ 202,223</u>	<u>\$ 200,408</u>	<u>\$ 215,912</u>	<u>\$ 217,311</u>	<u>\$ 206,027</u>	<u>\$ 200,604</u>	<u>\$ 199,804</u>	<u>\$ 209,932</u>	<u>\$ 240,972</u>	<u>\$ 295,061</u>
Total net debt applicable to the limit as a percentage of debt limit	25.17%	25.02%	23.33%	21.30%	21.50%	20.72%	20.45%	18.88%	15.74%	12.47%

OUTSTANDING GOVERNMENTAL LONG-TERM DEBT

Below is a summary of the outstanding governmental activities long-term debt as of June 30, 2018, along with the anticipated fiscal year 2019 debt service:

Issue	Purpose	Funding Source	Remaining Balance (FY2018)	FY2019 Debt Service	Last Payment	Callable?	Interest Rate (%)
2011 GO Refunding	Fire Station	Property Tax	520,000	184,331	June 2021	No	1.83-3.00
2013 GO Refunding	Parks	Park Impact	265,000	267,054	Sept 2018	No	1.55
2014 GO Refunding	Police/Courts Bldg	Property Tax General Revenue	1,170,000	597,901	June 2020	No	1.53
2015 Sales Tax Revenue	Rec/Cultural Proj	RDA Increment	383,000	388,592	March 2019	Yes	1.02-1.46
2018 Sales Tax Revenue	Art Dye/Cemetery Expansion	PARC Tax, Park Impact	4,000,000	469,507	May 2028	Yes	3.04
			\$ 6,338,000	\$ 1,907,385			

OUTSTANDING ENTERPRISE FUND LONG-TERM DEBT

Below is a summary of the outstanding enterprise fund debt (culinary water and secondary irrigation) as of June 30, 2018, along with the anticipated fiscal year 2019 debt service:

Issue	Purpose	Funding Source	Remaining Balance (FY2018)	FY2019 Debt Service	Last Payment	Callable?	Interest Rate (%)
2012 Water Revenue Bonds	Culinary Water Projects	User Fees	\$ 638,000	\$ 52,162	Jan 2023	No	2.69
2015 GO Bonds	Pressurized Irrigation System	User Fees	6,665,000	511,638	Sept 2035	Yes	2.00-4.00
2016 GO Bonds	Pressurized Irrigation System	User Fees	30,285,000	2,468,250	Sept 2035	No	2.00-5.00
TOTAL			\$ 37,588,000	\$ 3,032,050			

OUTSTANDING INTERNAL SERVICE FUND LONG-TERM DEBT

Below is a summary of the outstanding internal service fund (fleet fund) debt as of June 30, 2018, along with the anticipated fiscal year 2019 debt service:

Issue	Purpose	Funding Source	Remaining Balance (FY2018)	FY2019 Debt Service	Last Payment	Callable?	Interest Rate (%)
2017 Capital Lease	Fire Engine	General Fund	\$ 681,310	\$ 145,680	Sept 2022	Yes	2.27
2016 Capital Lease	Ambulances (2)	General Fund	396,975	103,245	June 2022	Yes	1.60
2014 Capital Lease	Dump Truck, Vehicles	General Fund	78,549	40,032	Oct 2019	Yes	1.52
TOTAL			\$ 1,156,834	\$ 288,957			

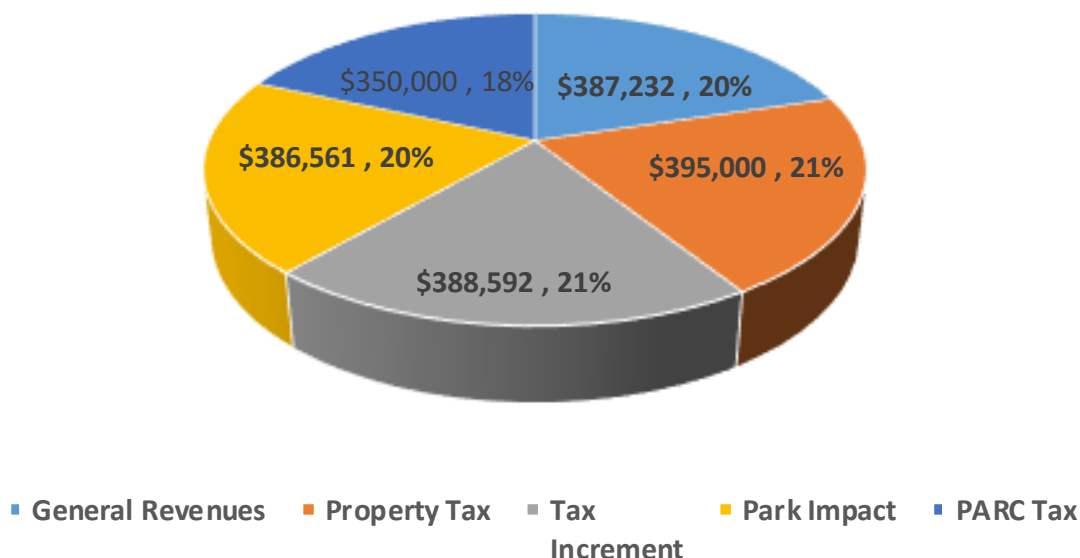
DEBT SUMMARY

Below is a summary, by fund, of the debt service payments for fiscal year 2019:

Fund	Principal	Interest	Total	Funding Source					Charges for Services
				General Revenues	Property Tax	Tax Increment	Park Impact	PARC Tax	
Debt Service	\$ 1,753,000	\$ 154,385	\$ 1,907,385	\$ 387,232	\$ 395,000	\$ 388,592	\$ 386,561	\$ 350,000	\$ -
Culinary Water	35,000	17,162	52,162	-	-	-	-	-	52,162
Secondary Water	1,510,000	1,469,888	2,979,888	-	-	-	-	-	2,979,888
Fleet Fund	265,946	23,011	288,957	288,957	-	-	-	-	-
TOTAL	\$ 3,563,946	\$ 1,664,446	\$ 5,228,392	\$ 676,189	\$ 395,000	\$ 388,592	\$ 386,561	\$ 350,000	\$ 3,032,050

SIGNIFICANT TRENDS

Debt Service Fund by Funding Source



The City will have a number of debt service obligations ending in the next few years, including the 2013 GO Refunding Bonds and 2015 Sales Tax Revenue Bonds. However, the City sees the need to bond for a second fire station within the City. In fiscal year 2018 the City issued the 2018 Sales Tax Revenue Bonds to facilitate expansion of Art Dye park and to refinance the 2012 Sales Tax Revenue Bonds. The Art Dye expansion portion of the bond will use PARC tax funds for debt service payments.

The City does not currently have available funds for a vehicle replacement program. This may necessitate the need for additional capital leases to bring the City's motor fleet up to minimum standards. The City may also need to issue additional capital leases to purchase equipment for the proposed fire station.

The City's 2015 and 2016 General Obligation Refunding bonds will continue until 2035. Currently, secondary irrigation revenues are not sufficient to cover op-

erational costs and debt service payments of the system. Culinary water revenues are being used to cover these deficits, and this was modeled in the 2013 culinary water rate study (which was updated in 2018). It is anticipated this will need to continue for the foreseeable future, as debt service payments will be fairly steady throughout the life of the pressurized irrigation bonds. However, as the City continues to grow, additional revenues through an expanded user base will narrow this gap.

The City also has a number of planned projects to address the aging infrastructure of the culinary water system. At the current time there are not enough resources in the Culinary Water fund to cover all of the needed projects. The City is actively exploring options to address this, including the possibility of bonding.

INTRODUCTION

A capital project is a new construction, expansion, renovation, or replacement project for an existing facility or new facilities. It is a project that helps maintain or improve a City asset, often called infrastructure. The capital project section also includes major equipment purchases and leases.

The capitalization threshold for City assets, both capital assets and equipment, is \$5,000. As a general rule, the Capital Project funds include projects \$10,000 or greater. However, the City has elected to include all equipment leases in capital equipment for greater accountability and tracking. In addition, multi-year projects under \$10,000 may be included in the capital project funds to ensure funds are available in subsequent periods.

CAPITAL BUDGET PROCESS

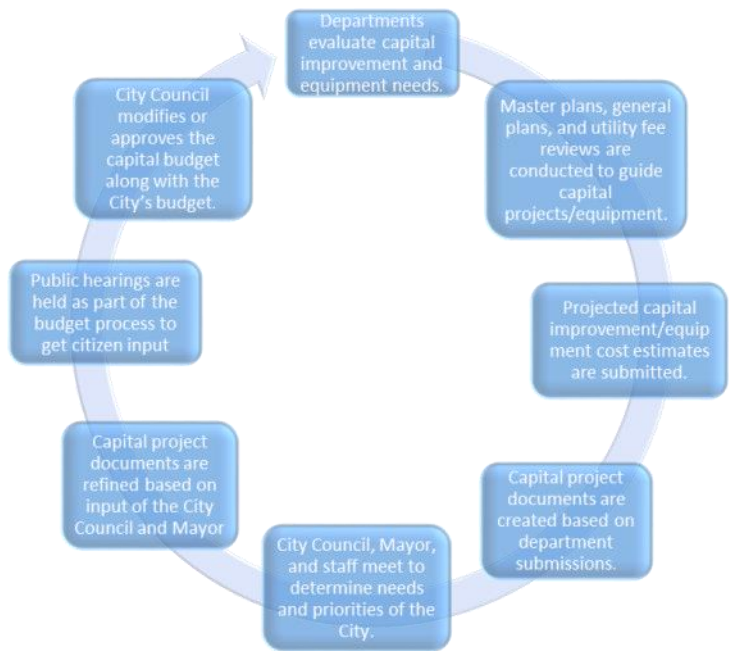
The City views itself as primarily a service organization. As such, the City continually seeks a balance between maintaining operational needs and seeking remedies to cover expenses for needed infrastructure, aging fleet, and equipment.

During the budget process, departments submit reasonable goals for capital requests that balance the need to purchase equipment or construct capital projects, while also being realistic about the City's ability to meet all requested capital needs with the available funding resources.

Priority capital projects and improvements are those that:

1. Have their own funding source
2. Remedy safety issues
3. Are necessary for the continuation of the City's core services.

The City's capital budget planning process is as follows:



FISCAL YEAR 2019 CAPITAL PROJECTS

A total of 46 capital projects/equipment purchases/ongoing lease payments are proposed for fiscal year 2019 totaling \$14,081,771. There are a number of significant projects (greater than \$100,000) being proposed with the budget:

- ⇒ **Station 52 Engineering/Design—\$323,077**—This is a continuation of monies set aside in fiscal year 2018 for the engineering and design of fire station 52. It is anticipated a budget amendment will be needed during fiscal year 2019 to budget for construction of the fire station. This is funded by police impact fees.
- ⇒ **X-Series Zoll Machines—\$102,000**—This is for 3 Zoll machines which will help the Fire Department interchange with hospitals and allow medics to see through CPR and End Title CO2.

- ⇒ **Pavement Management Plan—\$2,154,043**—Year two of the City’s 10-year Pavement Management Plan (road plan), funded by Class C Road Fund monies, general revenues, and fund balance.
- ⇒ **700 N Connection—\$1,180,000**—This is funded by a grant from MAG (Mountainland Association of Governments). This includes a City match of \$80,000.
- ⇒ **700 N Land Acquisition—\$350,000**—Acquisition of land in conjunction with the 700 N Connection project.
- ⇒ **Spring Line Replacement—\$6,000,000**—Replacement of the culinary water system’s spring line. This is funded with culinary water fund balance and a payment from the state of Utah.
- ⇒ **CDBG Water Line Replacement—\$471,700**—Culinary water line replacements partially covered by a grant from HUD (U.S. Department of Housing and Urban Development).
- ⇒ **UDOT Utility Betterments—\$500,000**—This is to fund betterments associated with UDOT projects on State and Main Streets. This is funded with culinary water revenues.
- ⇒ **Upper Tanks Rehab—\$100,000**—Evaluation and possible repair of cracks on the City’s culinary water tanks. This is funded with culinary water revenues.
- ⇒ **Annual Water Line Replacement—\$300,000**—This is for repairs and replacement of the City’s culinary water system not included in other projects. This is funded with culinary water revenues.
- ⇒ **TOD Area Well—\$100,000**—Well site study for wells that will be needed in the southwest portion

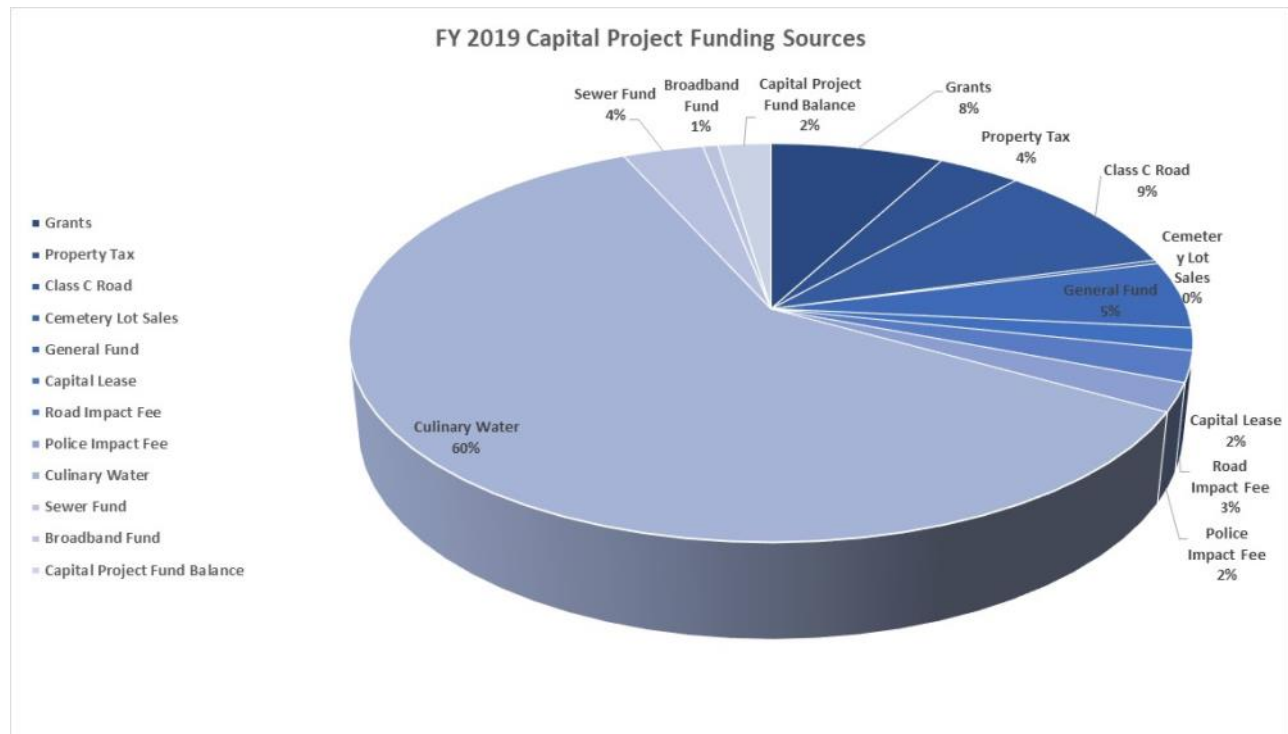
of the City. This will be funded with culinary water revenues.

- ⇒ **Sewer Sliplining/Bursting—\$500,000**—This will continue the City’s sliplining and bursting projects for the City’s sewer system. Funding will come from sewer system revenues.
- ⇒ **Police Vehicle Replacement—\$254,151**—Replacement of 6 Police department vehicles. Funding will come from a proposed capital lease.

CAPITAL PROJECT FUNDING SOURCES

City-wide capital project funding is shown in the following table and graph:

Source	Amount
Grants	\$ 1,100,000
Property Tax	525,000
Class C Road	1,300,000
Cemetery Lot Sales	41,200
General Fund	770,435
Capital Lease	254,151
Road Impact Fee	352,000
Police Impact Fee	323,077
Culinary Water	8,471,700
Sewer Fund	511,500
Broadband Fund	97,000
Capital Project Fund Balance	335,708
TOTAL	\$ 14,081,771



SIGNIFICANT CAPITAL PROJECT ISSUES

The City has identified a number of significant capital project issues that will affect the City in upcoming years:

- Lack of Stable Funding Source for Pavement Management Plan**—The City created a 10-year pavement management plan in fiscal year 2017 to address the City's failing road infrastructure. The City funded the first year (fiscal year 2018) of the plan through general fund balance. The second year has been funded by property tax, Class C Road Funds, and capital projects fund balance. However, use of fund balance is not a stable funding source and the City has a number of other needs.
- Funding for a Citywide Vehicle Replacement Program**—The City will have a citywide vehicle replacement and maintenance program completed in fiscal year 2019. However, there are no current funding sources for this plan. The City may use capital leases to accomplish this plan, however, future capital lease payments will be a future obligation to the City.
- Fire Station 52 FFE (Furniture, Fixtures, and Equipment) and Personnel**—With the proposed construction of Fire Station 52, the City will need to acquire furniture, fixtures, and equipment for the new building. This will not only include the equipment needed for the building and firefighters, but new vehicles and apparatuses will need to be purchased for the station. This will be a multi-million dollar expenditure.
- Culinary Water Fund Capital Projects**—Due to the City's aging water infrastructure, the number of proposed projects outweigh available fund balance. In fact, the current proposed projects for fiscal year 2019 will consume almost all of the water fund's available fund balance.

Plans and Studies—Capital Projects

The following plans and studies guide the City in setting capital improvement/equipment budgets whether through funding options or through plans setting construction standard, sites, and projects. The City's plans and studies include:

Transportation Element of the General Plan	Roadway element for automobile travel.
Bicycle and Pedestrian Element of the General Plan	Plan for all non-motorized transportation and public transit.
Main Street Vision	Vision study that is intended to be the foundation for City ordinances and policies to support the revitalization of the downtown area.
Water Systems Component of the General Plan	Master plan for culinary water and pressurized irrigation systems.
Sewer Systems Element of the General Plan	Master plan for sanitary sewer systems.
Storm Drain Element of the General Plan	Master plan for storm drain systems.
Parks, Trails, and Open Space Element of the General Plan	Defines the acceptable level of park and open space facilities in the City.
Land Use Element of the General Plan	Defines the City's plan for the acceptable land use patterns of the City and guides the City's zoning decisions.
Rate Studies	Analysis conducted to determine the correct user charges for City-provided services. This includes water, secondary irrigation, sewer, and storm drain.
Capital Facility Plans	Analysis outlining the capital facilities necessary to accommodate growth. This can be in the area of utilities, transportation, police, fire, or parks.
Impact Fee Studies	Analysis conducted to determine the amount of "impact" from new growth on existing or projected systems. Uses the Capital Facility Plan as a guide.
Regional Planning Documents	Planning documents provided by MAG (Mountainland Association of Governments) developed to provide a cohesive regional plan.

Capital Projects—6 Year Capital Equipment

Dept.	Capital Asset	Funding Source	Priority	Life (yrs.)	Recommended FY2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Capital Equipment										
General										
Cemetery	Backhoe Lease (Existing)	General	1	10	8,600	8,600	8,600	9,000	9,000	
Cemetery/Parks	Mini X Lease (Existing)	General	1	10	8,500	8,500	8,500	9,000	9,500	
Cemetery	Grasshopper Mower	General	2	10	16,500		16,500			17,000
	TOTAL CEMETERY				33,600	\$ 17,100	\$ 33,600	\$ 18,000	\$ 18,500	\$ 17,000
Fire	X-Series 12 Lead Zolls	General	1	10	102,000					
Fire	Tech Rescue Gear	General	2	10	20,000	15,000	5,000			
Fire	Portable APX 6000 Radios	General	2	15		24,000	24,000	24,000	24,000	24,000
Fire	Burn Prop	General	2		10,000					
	TOTAL FIRE				\$ 132,000	\$ 39,000	\$ 29,000	\$ 24,000	\$ 24,000	\$ 24,000
Fitness Center	Cardio & Weight Equipment	General	1	10	20,000	20,000	25,000		25,000	20,000
Fitness Center	Gymnastics Spring Floor	General	1	10		16,000				
	TOTAL FITNESS CENTER				\$ 20,000	\$ 36,000	\$ 25,000	\$ -	\$ 25,000	\$ 20,000
Parks	UTV	General	1	5	5,000					
Parks	Toro 5910 Mower Lease	General	1	6	-	16,000	16,000	16,000	16,000	
Parks	Tool Cat Trade-In Program	General	1	5	-	6,000	6,000	6,000		
	TOTAL PARKS				\$ 5,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 16,000	\$ -
Police	Traffic Equipment, Radios, Tasers	General	1		15,000	32,500	32,500	32,500	32,500	32,500
Police	Storage Shed	General	2		25,000					
	TOTAL POLICE				40,000	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500
Streets	Loader Lease	General	1		8,000	8,000	8,000	8,000	8,000	8,000
Streets	Backhoe Lease	General	1		11,500					
Streets	Backhoe Lease	General	1		8,000					
Streets	Roller Lease	General	1		5,000					
Streets	Roller	General	2	10				75,000		
Streets	Crack Sealer	General	3	10			80,000			
	TOTAL STREETS				\$ 32,500	\$ 8,000	\$ 88,000	\$ 83,000	\$ 8,000	\$ 8,000
	TOTAL GENERAL CAPITAL EQUIPMENT				\$ 263,100	\$ 154,600	\$ 230,100	\$ 179,500	\$ 124,000	\$ 101,500
Sewer Fund										
Sewer	Trackhoe Lease	Sewer	1		11,500	11,500	11,500	11,500	11,500	11,500
	TOTAL ENTERPRISE CAPITAL EQUIPMENT				\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
	TOTAL CAPITAL EQUIPMENT				\$ 274,600	\$ 166,100	\$ 241,600	\$ 191,000	\$ 135,500	\$ 113,000

Capital Projects—6 Year General Projects

Dept.	Capital Asset	Funding Source	Priority	Life (yrs.)	Recommended FY2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Capital Projects										
General										
Building & Grounds	HVAC System Replacements	General	2	10	28,000					
	TOTAL BUILDING & GROUNDS				\$ 28,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery	Asphalt Parking-Last Section	General	2	20	8,000					
	Cemetery Expansion Funds	General			41,200					
	TOTAL CEMETERY				\$ 49,200	\$ -	\$ -	\$ -	\$ -	\$ -
Fire	Fire Station 52 Engineering/Design/Architecture	Police Impact Fees	1	30	323,077					
	Fire Station 53	General/Impact Fees	3	30	-	-	-	-	-	4,000,000
	TOTAL FIRE				\$ 323,077	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000
Fitness Center	Deck Drain Replacement Phase II	General	1	10	10,000					
Fitness Center	Revolving Door Replacement	General	1	15	12,000					
Fitness Center	Facility Upgrade-Paint, Flooring, Entry	General	2	10	10,000	10,000				
Fitness Center	Roof Replacement - Phase III	General	2	25	25,000					
Fitness Center	HVAC Rooftop Units (2)	General	2	15	20,000					
Fitness Center	Black Tarp Replacement	General	2	10				25,000		
Fitness Center	Replace Leisure Pool Boiler	General	2	10				22,000		
Fitness Center	LED Lighting Upgrades - Phase II	General	3	20	20,000					
Fitness Center	Fire Panel Update	General	4	20	-	20,000				
Fitness Center	Competition Pool Repaster	General	4	10						120,000
Fitness Center	ADA Door Openers	General	4	15	10,000					
	TOTAL FITNESS CENTER				\$ 107,000	\$ 30,000	\$ -	\$ 47,000	\$ 120,000	\$ -
Library	Carpet Replacement	General	1	15	15,000	20,000				
Library	Paint	General	3	15			10,000			
	TOTAL LIBRARY				\$ 15,000	\$ 20,000	\$ 10,000	\$ -	\$ -	\$ -
Parks	Evergreen Park Irrigation	General	1	20	21,000					
Parks	Fox Hollow Subsidy	General	1		240,000	250,000	250,000	250,000	250,000	250,000
Parks	Playground Replacement-PARC Match	General	2	15	-	50,000	50,000	50,000	50,000	50,000
	TOTAL PARKS				\$ 261,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 250,000
Planning	Main Street Revitalization Fund	General	2		-	100,000	100,000	100,000	100,000	100,000
	TOTAL PLANNING				\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Streets	Annual Road Plan	General	1	30	2,154,043	2,275,977	2,766,239	2,825,131	2,820,938	2,745,030
Streets	700 N Connection	Grant	1	30	1,100,000					
Streets	700 N Land Acquisition	Road Impact	1	30	272,000					
Streets	700 N Connection-Grant Match	Road Impact	1	30	80,000					
Streets	Annual ADA/Sidewalk Improvement Projects	General	1	30	20,000	52,000	55,000	56,000	61,000	64,000
Streets	500 E 1100 S Intersection Improvements	General	4	30						650,000
Streets	400 W Railroad Crossing Improvements	General	5	30					50,000	1,000,000
Streets	560 W Pacific Dr Railroad Crossing Improvements	General	5	30					600,000	1,100,000
Streets	900 E 300 N Road & Drainage Improvements	General	5	30					75,000	
Streets	Street Lighting Upgrades	General	5	30	-	100,000	100,000	100,000	100,000	100,000
	TOTAL STREETS				\$ 3,626,043	\$ 2,427,977	\$ 2,921,239	\$ 2,983,131	\$ 3,706,938	\$ 5,659,030
Public Works	Public Works Building	Multiple	5	50					250,000	2,250,000
	TOTAL PUBLIC WORKS (MULTIPLE)				\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 2,250,000
	TOTAL GENERAL CAPITAL PROJECTS				\$ 4,409,320	\$ 2,877,977	\$ 3,331,239	\$ 3,430,131	\$ 4,476,938	\$ 12,259,030

Capital Projects—6 Year Enterprise Fund Projects

Dept.	Capital Asset	Funding Source	Priority	Life (yrs.)	Subsequent Year Requested Funding					
					Recommended FY2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Enterprise Funds										
Culinary Water										
Culinary Water	Spring Line Replacement	Culinary Water	1	50	6,000,000					
Culinary Water	36" Water Line Phase I	Culinary Water	1	30	1,000,000	14,000,000				
Culinary Water	36" Water Line Phase II	Culinary Water	1	30		2,000,000	14,000,000			
Culinary Water	36" Water Line Phase III	Culinary Water	1	30			2,000,000	14,000,000		
Culinary Water	Annual CDBG Water Line Replacement	Culinary Water	1	50	471,700	312,000	325,000	338,000	352,000	367,000
Culinary Water	UDOT Utility Betterments State Street (500 E-1100 E)	Culinary Water	1	30	250,000					
Culinary Water	UDOT Utility Betterments Main and State to 300 W and Main	Culinary Water	1	30	250,000					
Culinary Water	Upper Tanks Rehab (Crack Seal)	Culinary Water	1	30	100,000					
Culinary Water	Annual Non-CDBG Water Line Replacement	Culinary Water	2	50	300,000	312,000	325,000	338,000	352,000	367,000
Culinary Water	TOD Area Well	Culinary Water/Impact	2	50	100,000	200,000	1,500,000			
	TOTAL CULINARY WATER				\$ 8,471,700	\$ 16,824,000	\$ 18,150,000	\$ 14,676,000	\$ 704,000	\$ 734,000
Sewer										
Sewer	Slip lining	Sewer	1	50	300,000	312,000	325,000	338,000	352,000	367,000
Sewer	Pipe Bursting	Sewer	1	50	200,000	208,000	217,000	226,000	236,000	246,000
	TOTAL SEWER				\$ 500,000	\$ 520,000	\$ 542,000	\$ 564,000	\$ 588,000	\$ 613,000
Broadband										
Broadband	Feasibility Study	Broadband			97,000					
	TOTAL BROADBAND				\$ 97,000	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL ENTERPRISE FUNDS CAPITAL PROJECTS				\$ 9,068,700	\$ 17,344,000	\$ 18,692,000	\$ 15,240,000	\$ 1,292,000	\$ 1,347,000

Capital Projects—6 Year Fleet Fund Projects

Dept.	Capital Asset	Funding Source	Priority	Life (yrs.)	Recommended FY2019	Subsequent Year Requested Funding				
Fleet Capital						FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
General										
Fire	Fire Engine	General	2			775,000				
Fire	Brush/Rescue Truck	General	2	12		185,000				
Fire	Horton Ambulance	General	2	5		300,000				
Fire	Command Vehicle	General	2	7			50,000			
Fire	Fire Engine	General	3	5						800,000
Fire	Horton Ambulance	General	3	5						350,000
Fire	Brush/Rescue Truck	General	3	12						20,000
	TOTAL FIRE				\$ -	\$ 1,260,000	\$ 50,000	\$ -	\$ -	\$ 1,170,000
Police	Vehicle Replacement Program	General	1	5	177,892	231,614	231,614	231,614	231,614	231,614
Police	Vehicle Replacement Program-Uplifting	General	1	5	76,259	74,329	74,329	74,329	74,329	74,329
	TOTAL POLICE				\$ 254,151	\$ 305,943	\$ 305,943	\$ 305,943	\$ 305,943	\$ 305,943
Streets	Spray Distributor Truck for Chip Seal Program and Asphalt	General	1	15	75,000					
Streets	Relinuator	General	1	15						
Streets	Dump Truck With Plow and Salter	General	2	10		225,000			245,000	
	TOTAL STREETS				\$ 75,000	\$ 225,000	\$ -	\$ -	\$ 245,000	\$ 40,000
	TOTAL GENERAL FLEET CAPITAL				\$ 329,151	\$ 1,790,943	\$ 355,943	\$ 305,943	\$ 550,943	\$ 1,515,943
Sewer & Storm Drain Fund										
Sewer/Storm Drain	Vac Truck	Sewer & Storm Drain	2	5		450,000				
	TOTAL SEWER & STORM DRAIN FUND				\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -
Culinary Water & Pressurized Irrigation Fund										
Water & PI	1 Ton Flatbed Dump Truck	Water & PI	3	7					60,000	
Water & PI	Dump Truck	Water & PI	2	10		165,000				
	TOTAL CULINARY WATER & PRESSURIZED IRRIGATION FUND				\$ -	\$ 165,000	\$ -	\$ 60,000	\$ -	\$ -
	TOTAL ENTERPRISE FLEET CAPITAL				\$ -	\$ 615,000	\$ -	\$ 60,000	\$ -	\$ -
	TOTAL FLEET EQUIPMENT				\$ 329,151	\$ 2,405,943	\$ 355,943	\$ 365,943	\$ 550,943	\$ 1,515,943

GENERAL FUND

State law does not allow the City's unrestricted (committed, assigned and unassigned) general fund balance to exceed 25% of the total revenue of the general fund for the fiscal year. In addition, the City is required to keep a minimum of 5% of unrestricted revenues in fund balance. For fiscal year 2018-2019, the City anticipates having a fund balance of 11.2% of budgeted revenues.

SPECIAL REVENUE/DEBT SERVICE FUNDS

The state does not impose limits on the accumulation of fund balances for special revenue funds or debt service funds. The building authority fund balance decrease (24.6%) is due to a planned spenddown of fund balance. In addition, the Celebration fund balance is expected to decrease 67.2%. This is due to the transition of the Steel Days event to the Chamber of Commerce. While the City still has expenditures related to the Steel Days celebration, the majority of events and coordination has been transferred to the Chamber.

CAPITAL PROJECT FUNDS

The City will see a number of fund balance increases and decreases in its capital project funds (general, equipment, park impact, road impact, fire impact, and police impact) due to the accumulation of resources and the expenditure of resources related to capital projects. Many capital projects are multi-year projects which will require the use of fund balance in the subsequent year, or require multiple years to accumulate enough resources to perform the project. All projects expended in the impact fee funds are in the City's Impact Fee Facilities Plan (IFFP) and are impact fee eligible projects. The City expects to use \$335,708 in General Capital Projects fund balance for road projects.

REDEVELOPMENT AGENCY (RDA) FUNDS

The City's active RDA funds account for activities within the City's redevelopment agency areas. Funds are accumulated and expended to meet participation and reimbursement agreements with developers, to complete projects within the project area, and to promote increased business development within each project area.

Fund	FY2016-2017	FY2017-2018		Ending Fund		% Change
	Fund Balance	Fund Balance (Estimated)	Increases	Decreases	Balance (Estimated)	
General Fund	4,054,669	\$ 2,232,429	\$ -	\$ -	\$ 2,232,429	0.0%
Building Authority	1,014	814	-	200	614	-24.6%
Fitness Center	-	-	-	-	-	0.0%
Downtown Redevelopment	103,254	130,082	1,800	-	131,882	1.4%
PARC Tax Fund	1,110,954	198,774	-	-	198,774	0.0%
Celebration Fund	88,605	70,195	-	48,500	21,695	-69.1%
Debt Service Fund	943,430	943,430	-	-	943,430	0.0%
Meadows SID Fund	128,566	128,566	-	-	128,566	0.0%
General Capital Projects	1,952,915	1,433,736	-	335,708	1,098,028	-23.4%
Capital Equipment	-	-	-	-	-	0.0%
Park Impact Fee	2,185,736	3,624,934	1,649,189	-	5,274,123	45.5%
Road Impact Fee	1,578,478	3,450,129	1,679,000	-	5,129,129	48.7%
Fire Impact Fee	567,378	852,984	338,900	-	1,191,884	39.7%
Police Impact Fee	813,134	1,080,700	-	10,777	1,069,923	-1.0%
Perpetual Care	686,809	741,009	46,350	-	787,359	6.3%
RDA Fund-East Side	(226)	(226)	-	-	(226)	0.0%
RDA Fund-Business Park	1,117,775	1,135,144	17,369	-	1,152,513	1.5%
RDA Fund-Egg Farm	1,665,738	1,723,133	57,395	-	1,780,528	3.3%
RDA Fund-Patriot Village CRA	(55,751)	(245,754)	-	-	(245,754)	0.0%
RDA Fund-Main Street CRA	(13,007)	(13,007)	-	-	(13,007)	0.0%
Total Fund Balance, Governmental Funds	\$ 16,929,471	\$ 17,487,072	\$ 3,790,003	\$ 395,185	\$ 20,881,890	19.4%

Combined Revenue Summary—All Funds

Combined Fund Revenue (Excludes Transfers In)				
Fund	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Property Taxes	\$ 5,638,633	\$ 5,997,749	\$ 6,255,161	4.3%
Sales Taxes	8,667,242	8,963,286	9,375,000	4.6%
Other Taxes	2,335,903	2,485,000	2,515,300	1.2%
Licenses & Permits	1,311,427	1,303,704	1,500,500	15.1%
Intergovernmental	2,290,425	3,069,339	5,822,730	89.7%
Charges for Services	20,872,635	22,536,702	22,640,110	0.5%
Impact Fees	5,933,074	6,697,422	7,390,000	10.3%
Fines & Forfeitures	301,237	360,000	360,000	0.0%
Miscellaneous	1,129,594	1,684,829	1,155,535	-31.4%
Note Receivable	47,805	77,000	63,750	-17.2%
Bond Proceeds	-	4,000,000	-	-100.0%
Sale of Capital Assets	211,204	182,411	10,000	-94.5%
Capital Lease Proceeds	588,292	700,000	254,151	-63.7%
Developer Contributions	5,886,490	37,000	-	-100.0%
TOTAL REVENUES	\$ 55,213,960	\$ 58,094,442	\$ 57,342,237	-1.3%

Combined Expenditure Summary—All Funds

Combined Fund Expenditures (Excludes Transfers Out)				
Fund	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
General				
Administration	1,808,416	1,485,315	1,594,748	7.4%
Legislative	175,658	188,100	193,796	3.0%
Legal	432,040	411,250	411,250	0.0%
Executive	33,505	55,914	63,354	13.3%
Information Technology	292,018	278,715	328,319	17.8%
Citizen Committees	6,576	29,605	14,000	-52.7%
Senior Citizens	123,260	111,722	113,157	1.3%
Police	4,796,329	5,666,080	5,566,643	-1.8%
Fire	3,629,932	3,849,574	3,905,424	1.5%
Public Works	3,987,669	4,432,444	4,104,629	-7.4%
Sanitation & Recycling	1,131,346	-	-	0.0%
Parks & Recreation	2,238,799	2,381,574	2,408,570	1.1%
Library & Literacy Center	910,148	951,396	977,246	2.7%
Planning	238,184	283,806	308,955	8.9%
Non-Departmental	9,492	-	-	0.0%
Municipal Building Authority	74	200	200	0.0%
Fitness Center	2,390,712	2,370,382	2,511,398	5.9%
Downtown Redevelopment	-	-	-	0.0%
PARC Tax	573,968	1,885,623	980,755	-48.0%
Celebration	180,437	127,850	48,500	-62.1%
Debt Service	2,260,753	3,165,478	1,911,385	-39.6%
Meadows SID	-	-	70,000	100.0%
Capital Projects - General	1,749,758	4,129,580	4,057,320	-1.7%
Capital Projects - Bond	-	3,097,716	-	-100.0%
Capital Projects - Equipment	1,538,686	397,620	263,100	-33.8%
Capital Projects - Park Impact	28,743	269,576	-	-100.0%
Capital Projects - Road Impact	165,914	79,349	352,000	343.6%
Capital Projects - Fire Impact	43,731	180,434	-	-100.0%
Capital Projects - Police Impact	941	5,434	-	-100.0%
Culinary Water	3,390,039	5,800,099	10,893,190	87.8%
Culinary Water Impact	-	5,434	-	-100.0%
Secondary Irrigation	2,919,794	3,413,840	3,638,238	6.6%
Secondary Irrigation Impact	941	9,513	-	-100.0%
Sewer	4,217,136	4,126,704	4,173,952	1.1%
Sewer Impact	-	11,228	-	-100.0%
Storm Drain	829,585	1,459,331	660,026	-54.8%
Storm Drain Impact	-	12,486	-	-100.0%
Sanitation and Recycling	-	1,330,800	1,351,569	1.6%
Broadband	362,011	287,011	405,605	41.3%
Fleet Operations & Maintenance	-	480,013	408,100	-15.0%
Fleet Capital	-	1,546,857	618,108	-60.0%
RDA - East Side	51,247	96,863	35,333	-63.5%
RDA - Business Park	453,985	632,592	712,099	12.6%
EDA - Egg Farm	643,853	872,742	944,689	8.2%
TOTAL EXPENDITURES	\$ 41,615,679	\$ 55,920,250	\$ 54,025,657	-3.4%
NET REVENUES OVER/(UNDER) EXPENDITURES	\$ 13,598,281	\$ 2,174,192	\$ 3,316,580	

General Fund Budgets



General Fund Summary

General Fund Summary				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Taxes	\$ 14,224,876	\$ 14,854,500	\$ 14,584,700	-1.8%
Licenses & Permits	1,311,427	1,303,704	1,500,500	15.1%
Intergovernmental	1,311,606	1,437,226	122,730	-91.5%
Charges for Services	5,780,882	4,519,320	4,967,855	9.9%
Fines & Forfeitures	301,237	360,000	360,000	0.0%
Miscellaneous	606,370	966,064	648,720	-32.8%
Sale of Capital Assets	2,356	4,500	10,000	122.2%
Transfer In - Perpetual Care	1,787	3,800	3,500	-7.9%
Transfer In RDA	58,000	58,000	72,877	25.7%
TOTAL REVENUES	23,598,542	23,507,114	22,270,882	-5.3%
Expenditures:				
Administration	1,808,416	1,485,315	1,594,748	7.4%
Legislative	175,658	188,100	193,796	3.0%
Legal	432,040	411,250	411,250	0.0%
Executive	33,505	55,914	63,354	13.3%
Information Technology	292,018	278,715	328,319	17.8%
Citizen Committees	6,576	29,605	14,000	-52.7%
Senior Citizens	123,260	111,722	113,157	1.3%
Police	4,796,329	5,666,080	5,566,643	-1.8%
Fire	3,629,932	3,849,574	3,905,424	1.5%
Public Works Admin	274,470	181,388	306,806	69.1%
Streets	1,506,735	1,764,167	1,395,694	-20.9%
Buildings & Grounds	922,732	988,913	1,018,301	3.0%
Engineering	716,247	772,689	543,598	-29.6%
Building Inspection	567,485	725,287	840,230	15.8%
Sanitation & Recycling	1,131,346	-	-	0.0%
Parks	915,606	1,006,067	1,011,298	0.5%
Boat Harbor	82,619	55,002	53,228	-3.2%
Cemetery	607,103	639,532	657,487	2.8%
Recreation	633,471	680,973	686,557	0.8%
Library	877,043	914,603	934,447	2.2%
Literacy Center	33,105	36,793	42,799	16.3%
Planning	238,184	283,806	308,955	8.9%
Non-Departmental	9,492	-	-	0.0%
Transfer Out - Building Authority	74	-	-	0.0%
Transfer Out - Debt Service	1,458,847	1,386,575	378,432	-72.7%
Transfer Out - General Capital Projects	2,370,200	2,565,288	406,382	-84.2%
Transfer Out - Meadows	70,000	-	70,000	100.0%
Transfer Out - Capital Equipment	-	384,203	263,100	-31.5%
Transfer Out - Fitness Center	568,692	568,382	622,198	9.5%
Transfer Out - Fleet Fund	-	164,225	288,957	76.0%
Transfer Out - Broadband Fund	-	-	251,723	100.0%
Transfer Out - Sanitation Fund	-	112,459	-	-100.0%
Transfer Out - Water Fund	-	22,727	-	-100.0%
TOTAL EXPENDITURES	\$ 24,281,186	\$ 25,329,354	\$ 22,270,882	-12.1%
NET REVENUES OVER/(UNDER) EXPENDITURES	\$ (682,644)	\$ (1,822,240)	\$ (0)	

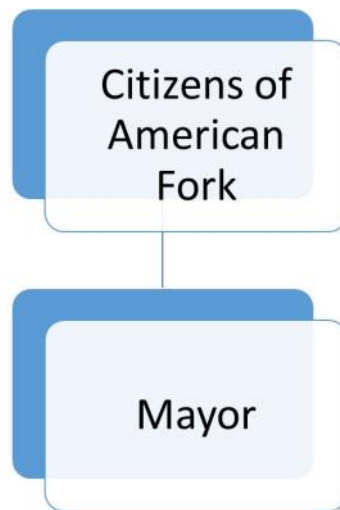
General Fund Financing Sources

General Fund Financing Sources

	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Taxes				
Property Taxes	\$ 3,899,101	\$ 4,100,000	\$ 3,413,250	-16.8%
Delinquent Taxes	249,794	255,000	250,000	-2.0%
Penalties and Interest	6,440	14,500	6,150	-57.6%
Sales Tax	7,733,639	8,000,000	8,400,000	5.0%
Energy Sales & Use Tax	1,556,309	1,705,000	1,723,800	1.1%
Municipal Telephone Tax	342,486	325,000	339,500	4.5%
Cable TV Franchise Tax	143,074	125,000	132,000	5.6%
Motor Vehicle Fees	294,034	330,000	320,000	-3.0%
Total Taxes	14,224,876	14,854,500	14,584,700	-1.8%
Licenses & Permits				
Business Licenses	138,281	90,000	90,000	0.0%
Building Permits	1,051,637	1,097,404	1,300,000	18.5%
Beer & Liquor Licenses	300	300	-	-100.0%
Special Events Permits	500	6,000	500	-91.7%
Other Permits	120,710	110,000	110,000	0.0%
Total Licenses & Permits	1,311,427	1,303,704	1,500,500	15.1%
Grants & Intergovernmental				
Road Fund Allotment	1,162,395	1,300,000	-	-100.0%
State Liquor Fund Allotment	28,069	25,665	30,000	16.9%
Grants-COPS	-	-	44,690	100.0%
Grants-Police	18,006	53,361	-	-100.0%
Grants-Police-JAG	6,000	-	-	0.0%
Grants-Police-MISC	10,000	-	-	0.0%
Grants-Police-VOCA	43,355	40,000	40,000	0.0%
Grants-Fire	5,724	-	-	0.0%
Grants-Library	22,851	8,200	8,040	-2.0%
Grants-Historical	-	10,000	-	-100.0%
Grants-Other	15,205	-	-	0.0%
Total Grants & Intergovernmental	1,311,606	1,437,226	122,730	-91.5%

General Fund Financing Sources

General Fund Financing Sources (Continued)				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Charges for Services				
Development Fees	105,056	155,000	170,000	9.7%
Plan Check Fees	451,620	417,900	430,000	2.9%
Site Inspection Fees	47,440	42,500	42,500	0.0%
Development Inspection	-	70,000	70,000	0.0%
Safe Sidewalk Funds	2,762	763	1,500	96.6%
Ambulance Fees	1,404,401	1,478,700	1,500,000	1.4%
Fire Plan Check Fees	14,210	6,097	9,000	47.6%
Fire Site Inspection Fees	32,796	30,000	30,000	0.0%
Fire Protection Agreement-County	8,783	14,660	14,660	0.0%
Fire Protection Agreement-USFS	36,166	15,000	-	-100.0%
Fire Fees	2,615	2,100	1,500	-28.6%
Other Police Contracts	436,973	450,000	-	-100.0%
Police Service Agreement-Cedar Hills	-	-	414,795	100.0%
Alpine School District Officers	-	-	70,000	100.0%
Park Fees	4,208	11,000	7,000	-36.4%
Amphitheater Reservation Fees	29,717	25,000	20,000	-20.0%
Boat Harbor Fees	42,673	40,000	45,000	12.5%
Recreation Fees	415,282	415,000	390,500	-5.9%
Cemetery Lot Sales	32,550	36,000	25,750	-28.5%
Grave Opening Fees	113,350	99,000	100,000	1.0%
Other Cemetery Fees	3,970	5,250	4,500	-14.3%
Library Fees	45,918	45,000	45,000	0.0%
Senior Citizen Fees	89,010	92,000	92,000	0.0%
Utility Late Fees	104,333	-	-	0.0%
American Fork History Books	23	350	300	-14.3%
Administrative Charge-Water Fund	409,000	409,000	402,265	-1.6%
Administrative Charge-Sewer Fund	409,000	409,000	301,853	-26.2%
Administrative Charge-Storm Water Fund	250,000	250,000	246,082	-1.6%
Administrative Charge-Pressurized Irrigation Fund	-	-	251,214	100.0%
Administrative Charge-Sanitation Fund	-	-	26,003	100.0%
Administrative Charge-Fitness Center	-	-	256,433	100.0%
Refuse Collection Fees	1,036,921	-	-	0.0%
Recycling Fees	252,105	-	-	0.0%
Total Charges for Services	5,780,882	4,519,320	4,967,855	9.9%
Fines & Forfeitures				
Fines	244,215	260,000	260,000	0.0%
Traffic School	57,022	100,000	100,000	0.0%
Total Fines & Forfeitures	301,237	360,000	360,000	0.0%
Miscellaneous				
State Reimbursement and Rent	447,282	445,500	448,000	0.6%
Other Reimbursements	-	108,900	-	-100.0%
Billboard and Land Rental	1,142	5,634	5,640	0.1%
Internal Recycling Revenue	462	110	-	-100.0%
Youth Council	1,855	1,500	2,000	33.3%
Purchasing Card Rebate	-	6,000	13,080	118.0%
Donations-Library	360	40	-	-100.0%
Donations-Parks	-	5,000	-	-100.0%
Donations-Police	8,100	560	-	-100.0%
Donations-Fire	400	-	-	0.0%
Donations-AF Newspaper Digitization	4,000	5,605	-	-100.0%
Library Development Funds	19,865	10,000	10,000	0.0%
Other Revenue	18,091	130,215	70,000	-46.2%
Over & Short	(35)	-	-	0.0%
Interest Earnings	104,848	87,000	100,000	14.9%
Developer Contributions - Street Lights	-	160,000	-	-100.0%
Total Miscellaneous	606,370	966,064	648,720	-32.8%
Other Financing Sources & Uses				
Sale of Capital Assets	2,356	4,500	10,000	122.2%
Transfer From Perpetual Care	1,787	3,800	3,500	-7.9%
Transfer From Redevelopment Agency	58,000	58,000	72,877	25.7%
Total Other Financing Sources & Uses	62,143	66,300	86,377	30.3%
TOTAL GENERAL FUND FINANCING SOURCES	\$ 23,598,542	\$ 23,507,114	\$ 22,270,882	-5.3%



DEPARTMENT DESCRIPTION

The executive of the City is the Mayor who, in conjunction with the City Council, provides governance of the City. The Mayor is also responsible for the operations of the City and has appointed a City Administrator to manage operations.

BUDGET

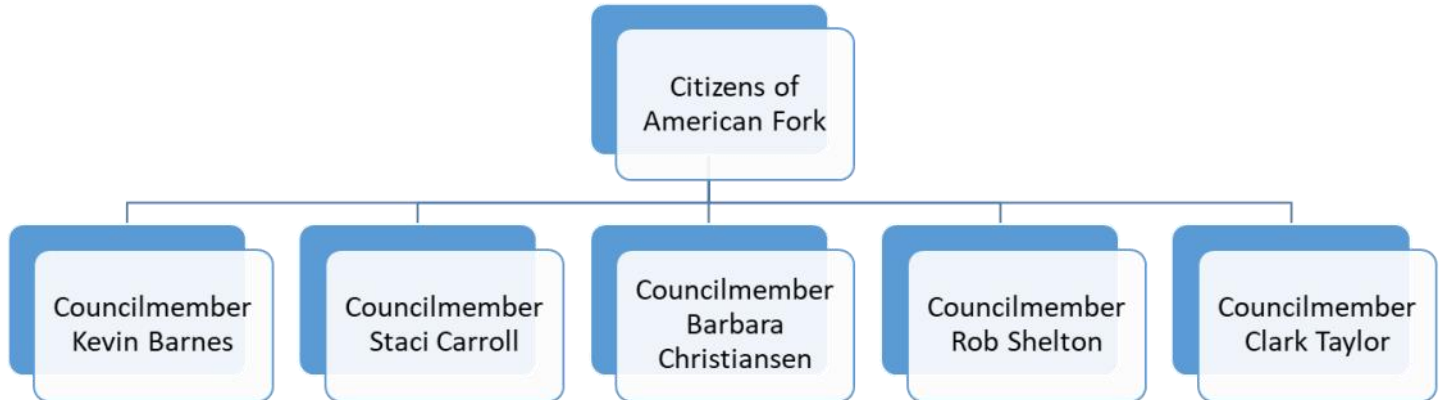
Executive				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Wages & Salaries	\$ 19,611	\$ 28,079	\$ 35,480	26.4%
Travel Allowance	4,839	4,500	4,200	-6.7%
Education and Travel	419	1,335	500	-62.5%
Auditing	4,000	10,000	11,174	11.7%
Public Relations	4,636	5,000	5,000	0.0%
Other	-	7,000	7,000	0.0%
TOTAL EXECUTIVE	\$ 33,505	\$ 55,914	\$ 63,354	13.3%

STAFFING

Position	FY2019		
	FY2017	FY2018	Approved
Part-Time			
Mayor	0.50	0.50	0.50
TOTAL EXECUTIVE	0.50	0.50	0.50

Staffing Notes:

⇒ The Mayor's compensation is a set amount and is not dependent on number of hours worked. Therefore, the Mayor has been counted as 0.50 FTE on this schedule.



DEPARTMENT DESCRIPTION

The legislative department is comprised of the elected City Council. The purpose of the City Council is to provide governance in conjunction with the Mayor of the City. Special projects in the fund include dues for the Utah League of Cities and Towns, Utah Lake Commission, and Mountainland Association of Governments.

BUDGET

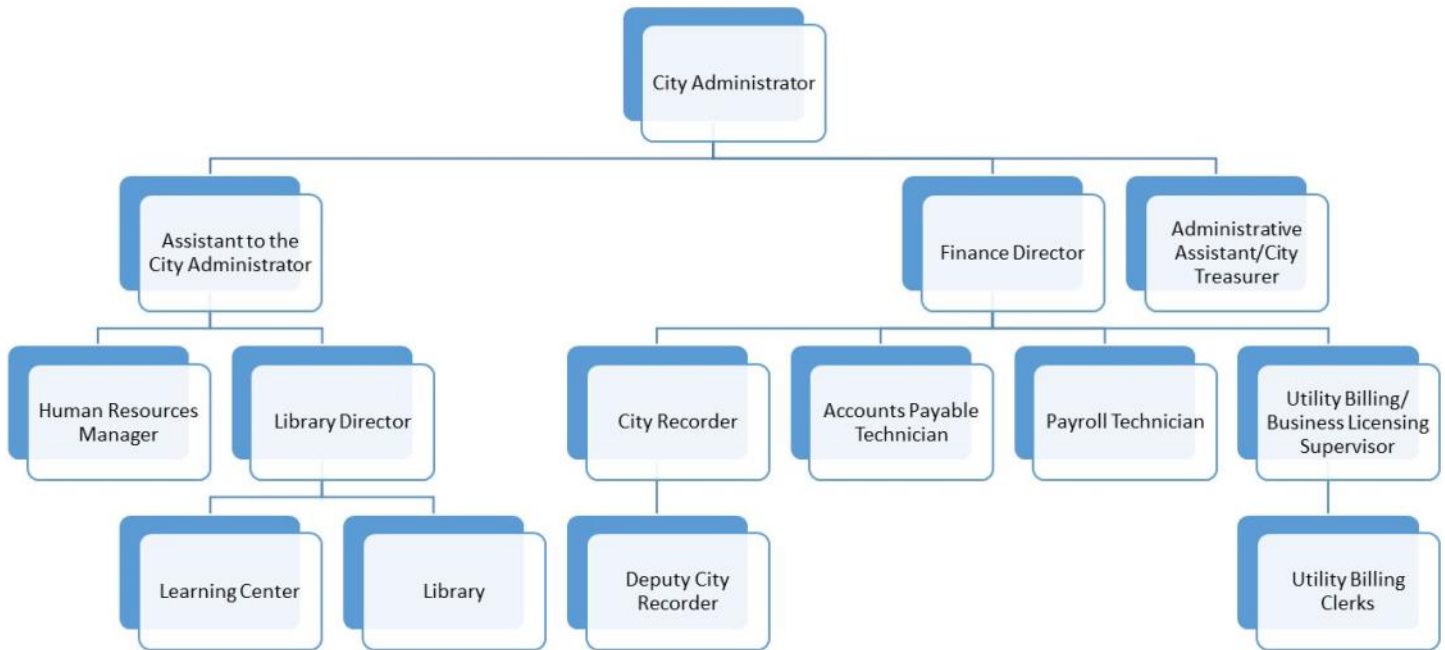
Legislative				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 99,379	\$ 106,100	\$ 105,296	-0.8%
Travel Allowance	15,662	15,000	15,000	0.0%
Education and Travel	580	5,500	6,000	9.1%
Planning Commission	-	1,000	2,800	180.0%
Other Council Unassigned	306	3,377	2,500	-26.0%
Special Projects	59,731	54,923	60,000	9.2%
Youth Council	-	2,200	2,200	100.0%
TOTAL LEGISLATIVE	\$ 175,658	\$ 188,100	\$ 193,796	3.0%

STAFFING

Position	FY2019		
	FY2017	FY2018	Approved
Part-Time			
City Council Members	2.50	2.50	2.50
TOTAL LEGISLATIVE	2.50	2.50	2.50

Staffing Notes:

⇒ The City Council's compensation is a set amount and is not dependent on number of hours worked. Therefore, the City Council has been counted as a 2.50 FTE on this schedule.



DEPARTMENT DESCRIPTION

The administration department encompasses administrative, financial, utility billing, business licensing, human resources, and recorder functions. The City Administrator administers the day-to-day functions of the City and makes executive-level decisions regarding operations. The finance staff is responsible for the fiscal responsibilities of the City, including accounting, payroll, purchasing, accounts receivable, treasury, accounts payable, bonding, and budgeting. Human resources is responsible for maintaining employee records, benefits, personnel policies, and recruitment. The recording function is responsible for custody and maintenance of all City records. Finally, the utility billing function is responsible for all incoming payments, utility and business license maintenance management, front desk reception and customer service, along with ensuring all utility billing accounts are billed monthly in an accurate and timely manner.

ACCOMPLISHMENTS

Administration

- **Strategic Goals**—Developed work plan and monitoring for the City Council’s FY2018 Strategic Goals.
- **Citizen Survey**—Completed Citizen Survey to identify areas of success and areas in need of improvement.
- **Personnel Manual**—Complete revision of the City’s personnel Policies & Procedures manual.

City Recorder

- **Records Retention Policy**—Passage of a City-specific records retention policy.
- **GRAMA**—Completed 69 requests for information (as of March 2018).

Finance

- **CAFR**—Completed 2017 Comprehensive Annual Financial Report (CAFR) in house, including all schedules. Submitted and received award from the GFOA.
- **PAFR**—Created 2017 Popular Annual Financial Report (PAFR), which is a condensed report on the fiscal year 2017 financial statements. This report received an award from the GFOA.
- **Bond Continuing Disclosures**—Completed in-

house instead of using external consultant.

- **Fund Split**—Separated combined funds for greater accountability and tracking.
- **2018 Budget**—Fiscal year 2018 budget completed on a compressed time schedule.
- **P-Card Program**—Implemented citywide p-card (purchasing card) program.
- **Financial Policies**—Created a number of financial policies for inclusion in the FY2019 budget book.

Utility Billing/Business Licensing

- **Business License Changes**—Implemented online renewal process for business license; researched and implemented recent legislative changes.
- **Personnel Restructuring**—Restructured utility billing department, converting 1 full-time equivalent to one part-time equivalent (other part-time equivalent for City Recorder).

GOALS

City Recorder

- ⇒ **Digitization of City Records**—Scan all City Council and Planning Commission minutes; scan all Ordinances, Resolutions, and agreements.

Finance/Utility Billing

- ⇒ **Budget Book**—Creation of budget book for FY2019 budget; apply for GFOA budget award.
- ⇒ **Investment Policy**—Create and have approved by the City Council a City-wide investment policy.
- ⇒ **Purchasing Policy**—Work with departments to revise the City's current purchasing policy.
- ⇒ **Online Timekeeping/W2-s**—Implement online timecards and W2's through the City's accounting software.
- ⇒ **Online Department Access to Accounting Information**—Implement the online portal of the City's accounting system to allow department real-time access to information.
- ⇒ **Accounts Payable ACH**—Implement ACH payment options through the City's accounting software.
- ⇒ **Identify Additional Policies Needed**—Identify any additional financial policies that are needed/recommended by the State Auditor's Office, GFOA (Government Finance Officers Association), and IRS (Internal Revenue Service). Depending on number, complete policy creation.



Fox Hollow Golf Course

OPERATING INDICATORS

City Recorder

- Hours of Council Meetings—64.5
- Agenda Items—363
- Ordinances—67
- Resolutions—44
- Approved Annexations—8, 308.537 acres
- Recorded Annexations—9, 334.307 acres
- Approved Subdivisions—27, 436 lots/units
- Recorded Subdivisions—16, 195 lots/units
- Approved Site Plans—18

Utility Billing

- Number of Accounts—8,592
- Business Licenses Issued—1,524
- Cash Receipts Processed—99,708

Accounts Payable

- Checks Issued—4,432
- Invoices Processed—11,579

Payroll

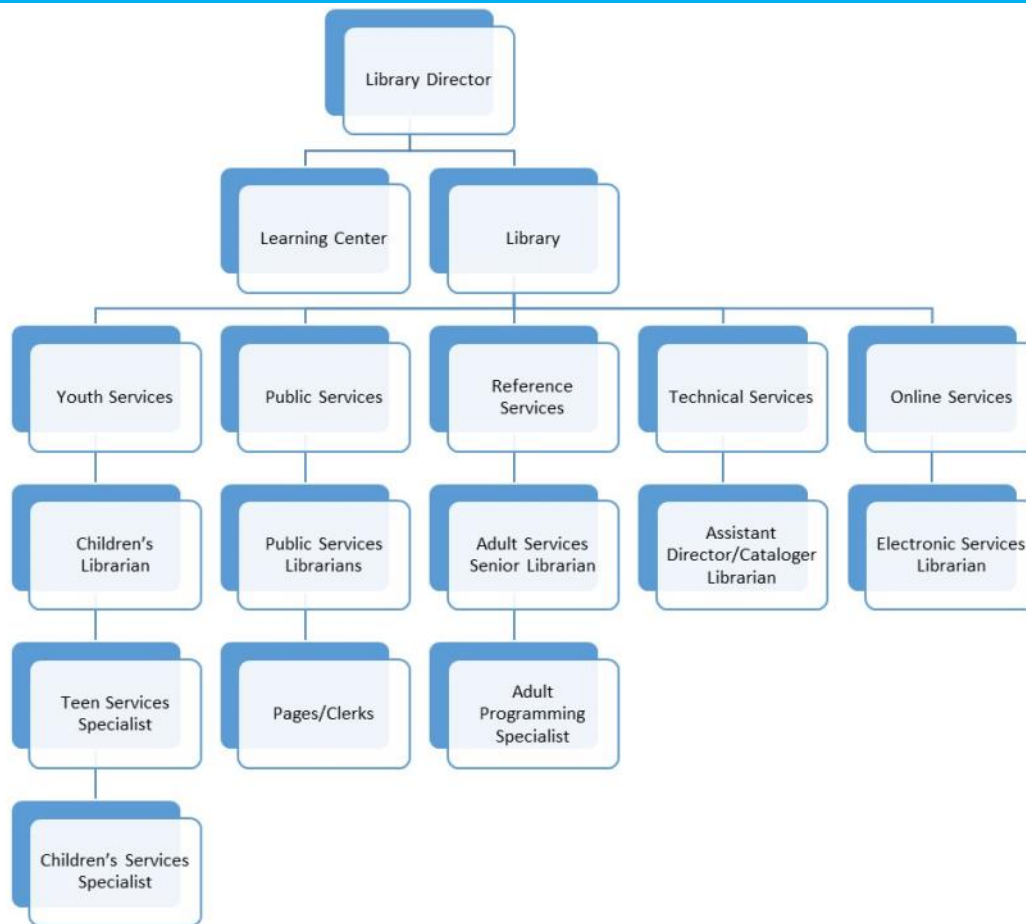
- Paychecks Issued—12,051

BUDGET

Administration				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 1,259,771	\$ 1,035,547	\$ 1,105,133	6.7%
Promotional	3,777	3,200	3,500	9.4%
Subscriptions and Memberships	6,645	6,100	7,255	18.9%
Ordinances and Publications	25,297	27,000	32,000	18.5%
Education and Travel	16,779	6,000	10,000	66.7%
Office Supplies	19,579	15,000	12,000	-20.0%
Telephone	14,965	10,000	9,360	-6.4%
Professional and Technical	19,569	7,000	75,000	971.4%
Communications	29,318	32,000	36,700	14.7%
Economic Development	22,521	-	-	0.0%
Employee Appreciation	-	17,500	17,500	0.0%
Human Resources	11,633	5,956	4,000	-32.8%
Insurance Premium	197,342	204,800	217,300	6.1%
Postage	6,666	10,000	12,000	20.0%
Credit Card/Bank Processing Fees	-	12,400	11,000	-11.3%
Election Expense	-	35,812	-	-100.0%
Fleet Operations & Maintenance	650	2,000	2,000	0.0%
Equipment	8,099	-	-	0.0%
Miscellaneous	165,805	35,000	40,000	14.3%
TOTAL ADMINISTRATION	\$ 1,808,416	\$ 1,465,315	\$ 1,594,748	8.8%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
City Administrator	1.00	1.00	1.00
Assistant to the City Administrator	1.00	1.00	1.00
Public Relations/Economic Development Director	1.00	-	-
Finance Director	1.00	1.00	1.00
Human Resources Director	1.00	-	-
City Recorder	1.00	1.00	1.00
UB/Business Licensing Supervisor	1.00	1.00	1.00
Administrative Assistant/City Treasurer	1.00	1.00	1.00
Human Resources Manager	-	1.00	1.00
Accounts Payable Specialist	1.00	1.00	1.00
Payroll Coordinator	1.00	1.00	1.00
Utility Billing Clerk	1.00	1.00	1.00
TOTAL FULL-TIME	11.00	10.00	10.00
Part-Time			
Accountant	0.40	-	-
Deputy City Recorder		0.40	0.40
Utility Billing Clerk	1.50	1.60	1.60
Human Resources Specialist	0.75	-	-
Accounting Intern	0.34	-	-
Administration Intern	0.75	-	-
TOTAL PART-TIME	3.74	2.00	2.00
TOTAL ADMINISTRATION	14.74	12.00	12.00



DEPARTMENT MISSION

Engage the community by connecting people, information, and technology to create an environment that inspires learning and discovery.

DEPARTMENT DESCRIPTION

The Library's purpose is threefold: To provide reference and independent learning; to actively meet the needs of the community for timely, accurate information in their pursuit of job-related, personal interest and education objectives; to encourage children to discover the excitement of learning and exploring a wide range of educational opportunities programs and services; and to emphasize high interest, popular materials in a variety of formats for persons of all ages.

DEPARTMENT ACCOMPLISHMENTS

- **Tagline Creation**—A tagline was created for the Library from its mission statement—"Engage, Discover, Inspire." An inspiration wall was created in the rotunda with the tagline and changeable display areas to highlight implementation of the tagline.
- **Tax Assistance Program**—A weekly tax assistance program, an initiative of Community Action Partnership of Utah, was made available during the months of February, March, and April.
- **Rosetta Stone**—An online learning language program (Rosetta Stone) was made available at no charge.
- **Author Events**—Four author events were held at the Library, including a presentation by bestselling author Jennifer Nielsen as part of the Utah Humanities Book Festival.
- **Proper Tea**—The Library's annual Proper Tea with Utah author Josi Kilpack was the highest attended tea ever with 85 participants.
- **Adult Programs**—One to three adult programs were presented each month at the Library, including Creative Cooking, Senior Citizen Craft Days, and multiple classes (organizing, gardening, and parenting).
- **Kids Build It!** - The Library partnered with Home Depot to offer a monthly Kids Build It! program for children ages 7-11.
- **Magic Tree House Book Club**—A new monthly book club for children in grades 1-3 based on The Magic Tree House series.
- **Family Programs/Movie Nights**—Monthly family programs and movie nights have been offered at the Library.
- **Teen Thing**—The Library's monthly Teen Thing continues to bring teens into the Library for a variety of activities. The best attended program was Harry Potter Book Night in February, with 65 teens attending.
- **Scary Story Contest**—The Library's annual Scary Story contest, sponsored by the Friends of the Library, was held in October and had 250 entries.
- **eBooks and eAudiobooks**—Checkouts for downloadable eBooks & eAudiobooks increased by 70%.

DEPARTMENT GOALS

- ⇒ **Patron Access to Books and Materials**—Expand offerings of updated books and materials, including digital content. Communicate that the Library offers eBooks, eAudiobooks, and other online resources.
- ⇒ **Increase Sense of Community**—Collaborate with the Library Board, along with community groups and organizations, to enhance service delivery. Provide a central area for community events and discussions, ensuring that meeting spaces at the Library are well-maintained, equipped with appropriate technology, and are available to all groups. Continue to create a vibrant online presence, including social media.
- ⇒ **Staff engagement**—Encourage staff to put users' needs and expectations first, and ensure that staff is highly trained in all aspects of librarianship.

OPERATING INDICATORS

- Registered Users—18,515
- Items Checked Out—312,392
- Physical Volumes—81,360
- Downloadable Volumes—45,763
- Library Program Attendance—10,474
- Children's Programs—256
- Teen Programs—50
- Public Computer Internet Sessions—11,544
- Wireless Network Sessions—7,020
- Library Volunteer Hours—1,701

BUDGET

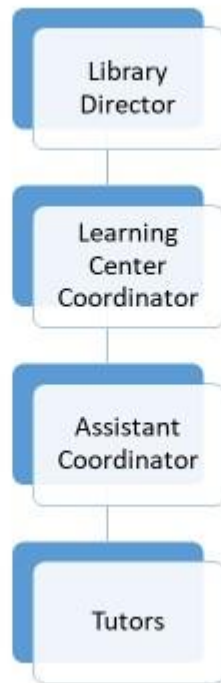
Library				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 675,019	\$ 710,540	\$ 729,012	2.6%
Audio/Visual	7,345	6,180	6,180	0.0%
Subscriptions	3,169	2,610	2,535	-2.9%
Non-Fiction	7,780	25,317	24,600	-2.8%
Fiction Material	28,136	29,000	27,800	-4.1%
Children's Material	26,947	26,780	27,600	3.1%
Young Adult Fiction	23,082	10,401	10,600	1.9%
Electronic Resources	10,991	12,360	14,280	15.5%
Programs	5,434	7,100	7,100	0.0%
Education and Travel	1,606	3,825	5,000	30.7%
Telephone	7,681	6,500	6,500	0.0%
Department Supplies	16,958	19,770	20,200	2.2%
Miscellaneous	3,821	2,500	2,500	0.0%
Credit Card & Bank Processing Fees	-	2,000	2,000	0.0%
Maintenance Agreement	31,599	36,000	36,000	0.0%
Grant Expenditures	24,347	8,200	8,040	-2.0%
Equipment Purchases	3,128	5,520	4,500	-18.5%
TOTAL LIBRARY	\$ 877,043	\$ 914,603	\$ 934,447	2.2%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Director	1.00	1.00	1.00
Technical Services Librarian/Assistant Director	1.00	1.00	1.00
Librarians	4.00	5.00	5.00
Library Clerk	1.00	-	-
TOTAL FULL-TIME	7.00	7.00	7.00
Part-Time			
Assistant	0.30	0.30	0.30
Clerks/Pages	4.90	4.90	4.90
TOTAL PART-TIME	5.20	5.20	5.20
TOTAL LIBRARY	12.20	12.20	12.20



American Fork City Library



DEPARTMENT DESCRIPTION

The Bryan McKay Eddington Learning Center provides one-on-one reading, tutoring, and homework help to K-12 students throughout the community. The tutoring is provided as a public service from the City, as an ongoing part of the community's commitment to enhance basic literacy skills of all our citizens.

The Learning Center is operated by a professional staff and is assisted by reading tutors who are community volunteers trained to assist students with improving their reading skills. The Learning Center will help students with homework in math, science, history, reading, social studies, art, and all other areas. Students have access to computers, reference materials, calculators, supplies, and grade-level reading materials to accomplish homework, projects, and other school assignments.

ACCOMPLISHMENTS

- Guided Reading Tutoring sessions were added to the 2017 summer schedule and will continue through 2018 summer months.

DEPARTMENT GOALS

- ⇒ **Basic Literacy Skills**—Enhance basic literacy skills to empower individuals, strengthen families, and build community.
- ⇒ **Tutoring**—Provide one-on-one tutoring services to K-12 students who need help with improving grade level reading an homework.
- ⇒ **ESL Classes**—Offer an evening class taught two times per week by trained and qualified instructors for English as a Second Language (ESL).

OPERATING INDICATORS

- **Number of Visits**—5,236
- **Volunteer Hours**—3,090
- **Number of Days Open**—140
- **ESL Students**—268
- **ESL Hours Attended**—303
- **ESL Tutoring Sessions**—211

BUDGET

Literacy Center				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 28,067	\$ 30,593	\$ 37,099	21.3%
Telephone	361	-	-	0.0%
Department Supplies	1,312	2,900	2,700	-6.9%
Miscellaneous	538	1,600	800	-50.0%
Equipment Purchases	2,827	1,700	2,200	29.4%
TOTAL LITERACY CENTER	\$ 33,105	\$ 36,793	\$ 42,799	16.3%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Part-Time			
Coordinator	0.60	0.60	0.60
Assistant Coordinator	0.60	0.60	0.60
TOTAL PART-TIME	1.20	1.20	1.20
TOTAL LITERACY CENTER	1.20	1.20	1.20



DEPARTMENT MISSION

Build Community, Enforce with Equity, Serve with Honor

DEPARTMENT DESCRIPTION

The American Fork Police Department consists of 39 sworn officers, 7 civilian employees, and 8 volunteers who serve a population of over 39,144 (American Fork—28,770 residents and Cedar Hills—10,374 residents). The Department operates using a Community Policing philosophy, which emphasizes building partnerships with citizens and community organizations. The American Fork Police Department is a full-service police agency that include traditional uniformed patrol, investigations, community-oriented policing, school resource officers, K9, bicycle patrol, motors, SWAT, NOVA courses for elementary age students, Special Enforcement Drug RAD, and hostage negotiations. The Department handles over 29,000 calls a year, one of the highest in the County. The American Fork Police Department strives to provide excellence in every contact and to maintain a high level of professionalism.

DEPARTMENT ACCOMPLISHMENTS

- COPS Grant/School Resource Officer**—The City received a grant from the Department of Justice to pay the wages for a School Resource Officer (SRO) for the next three years. The Department was only one of three departments in the state of Utah to receive this grant. There have already been positive comments from the community regarding the SRO.
- Community Policing Programs**—The Department has implemented several community-oriented policing programs that have been well received by the community. These include the monthly Community Partners meetings, our annual Night Out Against Crime event, the Youth CSI Academy, and our Citizens Academy. In addition, we have established partnerships with Brigham Young University and Utah Valley University to use interns to help analyze and process data.

- **Volunteers in Policing/VIPS**—A volunteer program was created to assist patrol with traffic control, business checks, and other activities that do not require a sworn officer. The VIPS officer can also assist with special events, reducing the need to pay overtime and other personnel costs. The program was implemented with a grant from the Larry H. Miller Charities.
- **Narcan**—Officers were trained by Fire Department personnel in the use of Narcan. Officers were then issued Narcan in response to many officers throughout the United States who have been injured by Fentanyl exposure. The Narcan was purchased with grant funds from the CCJJ, and because of the assistance of the Fire Department, the supplies are rotated as needed to ensure the medication is still within its recommended date range. As an additional benefit, the officers have been able to utilize Narcan to revive at least 8 individuals.
- **Active Shooter Training**—The Police and Fire Departments were able to complete coordinated training at American Fork Junior High School this year. The Department is one of the first to implement this style of combined training.
- **Active Shooter Vests**—The department received a private donation that allowed the department to purchase active shooter kits for all of the officers. This kit includes ballistic plates and helmets, saving the City over \$15,000.
- **Body Camera Upgrades and Grant**—The department was able to secure a 5-year program to update and maintain the body worn cameras for officers. This program provides free replacement for any cameras that need repair. The department was also able to acquire a grant through the Department of Justice that should pay for the majority of the program.
- **Less Lethal Training**—The department was able to train all of its officers in the use of less lethal use of force options. The training uses two different types of beanbag rounds as well as small projectiles with pepper spray.
- **Crisis Intervention Training (CIT)** - The department has been able to train all of its officers in crisis intervention. The 40-hour course offered through the Department of Human Services trains officers how to interact with and assist individuals who are under duress due to their mental state. The training also teaches the officers how to deescalate their contacts with those who experience mental health issues.
- **DRE and ARIDE Training**—The department has had four officers complete the IACP's Drug Recognition Expert (DRE) course. This is a rigorous course that teaches officers to detect individuals who are under the influence of drugs, and also qualifies officers to testify as experts in court. The department also has one instructor certified to teach the course through IACP and the state of Utah. The remainder of officers have been trained in ARIDE, an advanced field sobriety detection training. All officers will receive this training in the future as they are hired. The department sponsors the class each year, so there is no cost to the City. In 2017, the department saw a 125% increase in the number of DUI arrests.
- **Meadows**—Through the use of statistical analysis, problem-oriented policing, and by building relationships with businesses in the Meadows, the department is on track to see a 27% reduction in crime in the Meadows shopping area this year.

- **Interview Room Updates**—The department was able to update three interview rooms. The previous system was unreliable, and there were instances where it had failed on important cases.

The new update features a reliable system that can be used without outdated DVD technology.

DEPARTMENT GOALS

- ⇒ **Mobile/Portable Radios**—The department has been able to bring all radios into compliance with phase one of the P25 upgrade. The department currently has 20 radios compliant with phase two of the P25 upgrade. It will cost approximately \$200,000 over the next ten years to bring all radios into compliance. Phase one will become inoperable in ten years according to current information.
- ⇒ **Crime Scene Academy**—The Investigations Division has been able to send several detectives to the State Crime Scene Academy. This helps prepare detectives to understand how to work a complex crime scene and how to interact with the state. The department will send several more detectives to next year's class. It is anticipated this will become a mandatory part of an assignment in Investigations.
- ⇒ **Vehicle Replacement Program**—The department has been able to implement a vehicle rotation program. This has helped increase the reliability of patrol cars and reduce the costs of repairs. It has also helped to improve morale. It is anticipated that as the program comes fully online, the cost to maintain the fleet will come down as well.
- ⇒ **Mental Health Response**—The department is currently working to develop a program to improve our response to those suffering from mental illness in the community. American Fork and smaller communities are in a difficult position because

we lack the funding to designate full-time officers and paid social workers to work with those individuals encountered in the course of responsibilities. The department has been developing this program for a few months and has built a few key partnerships. The department expects to have this program fully operational in the next year.

- ⇒ **Patrol Rifles**—The department is working towards equipping officers with department-issued patrol rifles. Approximately 90% of this goal has been achieved and should be fully completed in the next budget year. Historically, officers have utilized personally owned rifles. The department has also started to implement a Designated Marksman program to address the lessons that were learned from the Las Vegas active shooter incident. This should be operational next year as well.



OPERATING INDICATORS

- **Calls for Service**—29,903
- **Calls for Service Officer**—1,300
- **Arrests**—1,462 (30% Increase From 2016)
- **Traffic Accidents**—1,305 (5% Decrease From 2016)
- **DUI/Impaired Driver Arrests**—117 (125% Increase From 2016)

BUDGET

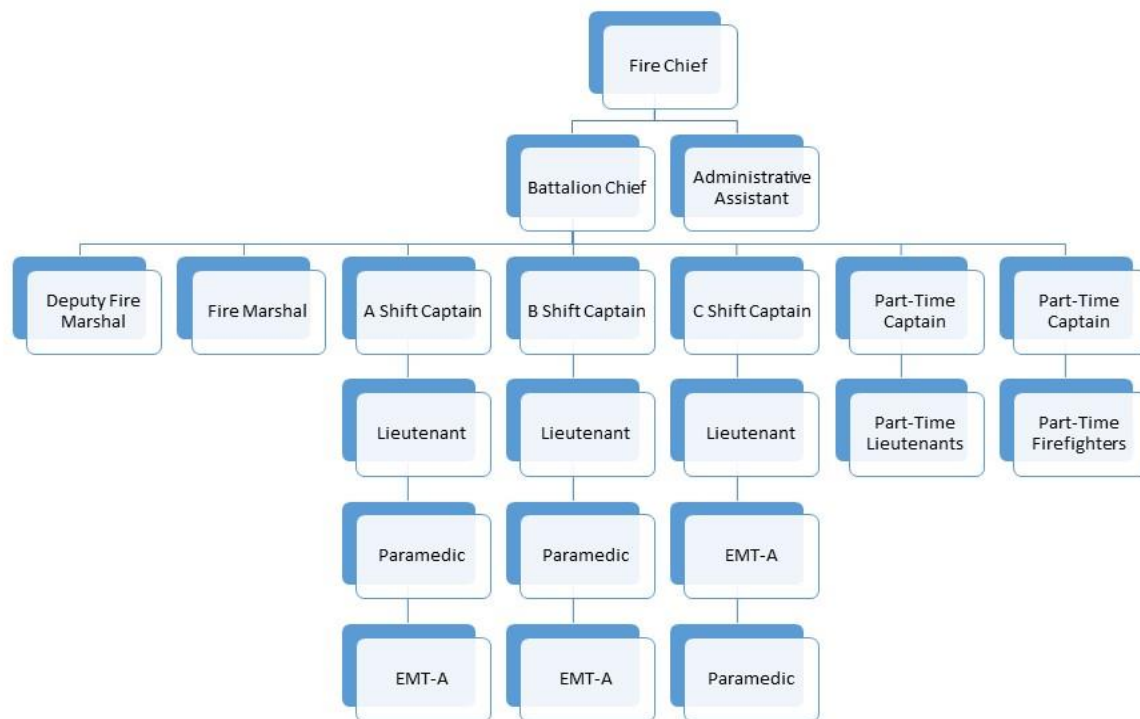
Police				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 3,976,977	\$ 4,403,183	\$ 4,734,646	7.5%
Subscriptions & Memberships	1,300	3,000	3,000	0.0%
Education and Travel	3,060	14,500	14,500	0.0%
Telephone	51,172	49,000	55,260	12.8%
Professional & Technical	25,862	36,000	36,000	0.0%
Dispatch/UCAN Fees	280,514	268,618	275,588	2.6%
Professional Fees	5,913	6,000	6,000	0.0%
Education and Schools	6,901	-	-	0.0%
UUCJJ JAG # 16A101 Grant	5,999	-	-	0.0%
DOJ Vest Grant	3,959	2,939	-	-100.0%
Misc Grant Expense	11,735	12,500	-	-100.0%
VOCA Grant	936	5,899	5,899	0.0%
Uniforms & Accessories	54,408	74,800	67,800	-9.4%
Department Supplies	73,147	63,000	63,000	0.0%
Ammunition	-	-	8,000	100.0%
Sundry Charges	3,418	4,000	4,000	0.0%
Special Enforcement Fund	32,118	35,000	38,000	8.6%
Credit Card/Bank Processing Fees	-	950	950	0.0%
Animal Control	51,780	55,110	59,000	7.1%
Deer Mitigation	-	1,000	6,000	500.0%
NOVA & Citizens Programs	7,070	8,300	10,000	20.5%
K-9 Program	20,683	26,191	4,000	-84.7%
Alcohol Grant Expenditures	21,746	25,665	30,000	16.9%
Fleet Operations & Maintenance	-	135,000	110,000	-18.5%
Equipment Purchases	26,395	52,493	35,000	-33.3%
Fleet Purchases	131,238	382,932	-	-100.0%
TOTAL POLICE	\$ 4,796,329	\$ 5,666,080	\$ 5,566,643	-1.8%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Chief of Police	1.00	1.00	1.00
Lieutenant	2.00	2.00	2.00
Management Analyst II	1.00	1.00	1.00
Sergeant	7.00	7.00	7.00
Officer/Master Officer/Detective	26.00	30.00	30.00
Records Supervisor	1.00	1.00	1.00
Records/Information Specialist	2.00	2.00	2.00
Evidence Technician	1.00	1.00	1.00
Code Enforcement/Animal Control	1.00	1.00	1.00
Victim Advocate	1.00	1.00	1.00
TOTAL FULL-TIME	43.00	47.00	47.00
Part-Time			
Police Officer	1.00	1.00	1.00
Crossing Guard	3.25	3.25	3.72
Records Clerk	-	-	1.00
TOTAL PART-TIME	4.25	4.25	5.72
TOTAL POLICE DEPARTMENT	47.25	51.25	52.72

Staffing Notes:

- ⇒ Three full-time officers were included with the fiscal year 2018 budget. The City received a COPS Grant mid-year in the fiscal year 2018 budget. This position is reflected in both the FY2018 and FY2019 Recommended columns.
- ⇒ The FY2019 budget includes one additional crossing guard and two part-time records clerks.



DEPARTMENT MISSION

The mission of American Fork Fire & Rescue is to protect life, property, and the environment in our community through an all-hazards approach to fire protection, emergency medical services, community risk reduction, and education.

DEPARTMENT DESCRIPTION

American Fork Fire & Rescue provides emergency medical services to American Fork City and parts of surrounding Utah County areas. The department is staffed 24 hours a day, 7 days a week with full-time personnel, which are supplemented with paid-call staff when needed. Three ambulances are staffed with both Paramedics and Advanced EMT's (Emergency Medical Technicians). Fire department members are cross-trained as both EMT's and firefighters, which gives them the training they need to best serve the public in any kind of emergency.

The Fire department is charged with fire suppression and prevention as their basic purpose. The goal of the Fire department is to prevent the loss of life and property as it relates to fire incidents. The Fire department is also responsible for enforcing the International Fire Code, conducting fire inspections, and promoting fire safety education within the community through a proactive approach to community risk reduction.

American Fork Fire & Rescue provides fire protection services to American Fork City and supports the surrounding Utah County areas with an Insurance Service Office (ISO) rating of two. These services include structural and wildland fire protection. The Fire department has capabilities for extrication of entrapped victims, aerial capabilities up to 105 feet, and various other technical rescue specialties. The Fire department has a highly respected reputation for its dedication to serving the community through activities such as the Memorial Day Firefighters' breakfast.

DEPARTMENT ACCOMPLISHMENTS

Staffing/Service Delivery

- Hired two new firefighter/paramedics.
- Hired a new Battalion Chief.
- Built and placed a new Type IV (B-52) Brush Truck in service.
- Remodeled Station 51 day room and kitchen.
- Ordered new Pierce fire engine.
- New training tower completed and placed into service.
- Utilized new training tower to conduct live fire training, high-rise, search & rescue, and multi-agency training.
- Six wildland fire deployments.
- New fire helmets and PPE ordered and placed into service to meet NFPA standards.
- High rise packs updated and placed into service.
- Ordered replacement of 26 legacy radios to P25 compatible radios.
- Invitation to become a member of the Utah Valley Special Response Team that includes participation from Lehi, Saratoga Springs, Pleasant Grove, Orem, and Provo fire departments.
- Updated laundry facilities at Station 51 to meet OSHA requirements.

- Conducted physical fitness evaluations for all combat members of the department.
- Physical exams completed for all full-time combat staff.

Emergency Operations Center (EOC)/Emergency Management

- Updated Emergency Operations Plan.
- Conducted EOC training for City staff.
- Conducted EOC training for church leaders.

Fire Prevention

- 900 business inspections and pre/plans conducted.
- All City fire hydrants inspected twice a year to maintain readiness and help maintain ISO rating.
- 8,000 residents contacted through fire prevention and safety events.
- Car seat and bike helmet donation program continued with great success.
- Contact with all 2nd grade students in American Fork elementary schools made as they participated in the annual fire prevention coloring contest.
- Contact with all 5th grade students in American Fork elementary schools as they participated in a home safety checklist program.

- Fire prevention assemblies conducted in all American Fork elementary schools.
- 250 smoke detectors donated through the smoke detector donation program.
- Implemented a youth firesetter intervention program.
- Fire prevention week open house was conducted with over 800 citizens attending.
- Memorial Day Firefighters' Breakfast and Safety Fair tradition continued.
- Home Base and Low Risk Self Inspection fire inspection program continued.
- Hazardous Materials Inspection Program maintained and continued yielding a decrease in dollar loss within American Fork.
- Four personnel attended the Utah Fire Rescue Academy Fire Winter School.
- Majority of City staff trained in CPR.
- Three personnel were certified as ACLS & PALS instructors.
- Full-time staff recertified in ACLS.
- Two Captains graduated the National Fire Academy Managing Officer Program.
- Four personnel attended courses at the National Fire Academy.
- Hosted and participated in the UTA multi-agency mass casualty annual training at the City's Front-runner station.
- Four personnel attended and certified in ADO-P and ADO-A.
- 23 staff members attended the Utah Fire X Symposium training.
- Two personnel trained as car seat installation technicians.

Certification & Training

- Two personnel became certified as Ice Rescue Instructors.
- All full-time personnel became certified as Ice Rescue Technicians.
- Trench Rescue course was completed.

DEPARTMENT GOALS

- ⇒ Continual evaluation of fire and EMS response area to analyze the current deployment of emergency service resources in relation to demand and response times.
- ⇒ Develop a new mission, vision, and values statement for the department.
- ⇒ Determine performance indicators to measure if the quality of department services are adequate.
- ⇒ Review performance indicators on a regular basis.
- ⇒ Begin construction on Station 52.
- ⇒ Start development of response model and staffing requirements for Station 52.
- ⇒ Train all full-time staff to the Rescue Task Force (RTF) level for active shooter events.
- ⇒ Roll out Company Officer Task Books to all personnel who qualify.
- ⇒ Start using electronic fire plan review software.

Fire & Rescue

- ⇒ Find solutions to implement electronic fire inspection software to become paperless and increase proficiency.
- ⇒ Continue work on replacing non-P25 compatible radios.
- ⇒ Continue building relationships with the American Fork Hospital and health care facilities within the City.
- ⇒ Become a learning partner with Utah Valley University to train new paramedics and firefighters.
- ⇒ Continue providing health checks to the community monthly at the Recreation Center.
- ⇒ Provide the highest quality fire & EMS services and staff to the citizens of American Fork.
- ⇒ Maintain fiscal responsibility.

OPERATING INDICATORS

- **Calls for Service**—2,826
- **EMS Related Calls for Service**—2,410
- **Fire Related Calls for Service**—416
- **Mutual Aid Responses**—29
- **Man Hours of Fire/EMS Training**—1,000+
- **Medical Transports from AF Hospital**—750

BUDGET

Fire	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 2,919,835	\$ 3,220,407	\$ 3,268,291	1.5%
Subscriptions & Memberships	1,225	1,420	1,000	-29.6%
Education and Travel	3,093	30,000	30,000	0.0%
Telephone	23,505	16,000	16,000	0.0%
Professional & Technical	45,435	50,000	50,000	0.0%
Dispatch/UCAN Fees	52,805	35,923	47,133	31.2%
Fire Prevention & Education	8,513	9,824	11,700	19.1%
Education and Schools	48,437	-	-	0.0%
Clothing Allowance	32,903	25,000	25,000	0.0%
Department Supplies	133,080	130,000	130,000	0.0%
New Members Equipment	39,910	40,000	40,000	0.0%
Sundry Charges	6,865	8,000	8,000	0.0%
Credit Card/Bank Processing Fees	-	8,200	8,000	-2.4%
Equipment Maintenance Agreements	7,508	9,800	9,800	0.0%
Ambulance Billings	114,020	130,000	82,500	-36.5%
Ambulance Assessments	-	-	43,000	100.0%
Fleet Operations & Maintenance	132,553	100,000	100,000	0.0%
Equipment Purchases	60,245	35,000	35,000	0.0%
TOTAL FIRE	\$ 3,629,932	\$ 3,849,574	\$ 3,905,424	1.5%

STAFFING

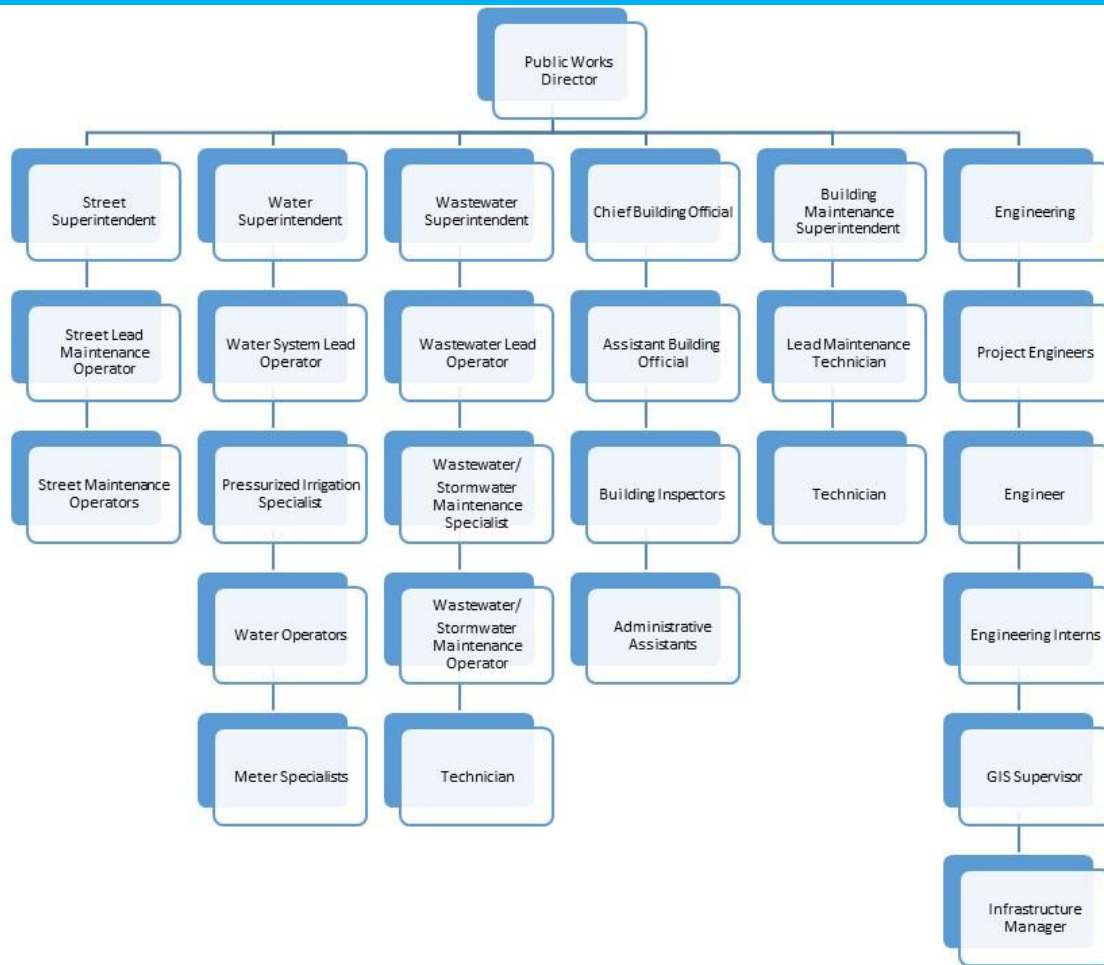
Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Fire Chief	1.00	1.00	1.00
Batallion Chief	-	1.00	1.00
Captain	3.00	3.00	3.00
Deputy Fire Marshal/Captain	-	-	1.00
Lieutenant	-	-	3.00
Inspector	1.00	1.00	-
Fire Marshal	1.00	1.00	0.80
EMT	9.00	8.00	5.00
Firefighter/Paramedic	17.00	15.00	13.00
Office Manager	1.00	1.00	1.00
TOTAL FULL-TIME	33.00	31.00	28.80
Part-Time			
Captain	0.56	0.56	0.56
Lieutenant	-	-	1.69
EMT	3.38	3.94	1.69
Paramedics	3.38	3.10	3.95
Deputy Fire Marshal/Inspector	-	-	0.28
Inspector	-	0.76	-
Firefighter	0.28	0.28	-
Intern	0.85	0.28	-
TOTAL PART-TIME	8.45	8.92	8.17
TOTAL FIRE DEPARTMENT	41.45	39.92	36.97

Staffing Notes:

- ⇒ Full-time Fire Marshal position is split between Fire and Public Works.
- ⇒ The above table is based on historical and current budgeted hours. A more comprehensive and accurate budgeting model was implemented for FY2019. Therefore, there may be variances between the numbers shown above (prior to FY2019) and actual worked hours.



Public Works—Administration



MISSION STATEMENT

The mission of the American Fork City Public Works department is to provide, in a courteous and professional manner, quality services that are essential to the lives of residents. Talented, qualified, and certified personnel work to ensure that the City has good, safe, and dependable water, sewer, road, and building infrastructure.

DEPARTMENT DESCRIPTION

The Public Works department is vital to the lives of American Fork City residents. Our goal is to ensure that the City's water and wastewater operations and road network are safe and dependable, while using our expertise to seek improvements as necessary. We also maintain City buildings and permit new homes and commercial buildings within the City. Our Engineering team is also helping to build a solid future with development reviews and capital projects to improve the City.

Public Works—Administration

BUDGET

Public Works Administration				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 234,008	\$ 140,574	\$ 269,686	91.8%
Subscriptions & Memberships	-	500	1,000	100.0%
Education and Travel	663	180	1,500	733.3%
Telephone	12,056	10,000	7,920	-20.8%
Clothing & Uniforms	2,281	34	-	0.0%
Department Supplies	12,757	12,000	12,500	4.2%
Sundry Charges	7,508	4,500	2,500	-44.4%
Credit Card/Bank Processing Fees	-	5,100	5,000	-2.0%
Fleet Operations & Maintenance	3,618	6,000	4,200	-30.0%
Equipment Purchases	1,577	2,500	2,500	0.0%
TOTAL PUBLIC WORKS ADMIN	\$ 274,470	\$ 181,388	\$ 306,806	69.1%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Public Works Director	1.00	1.00	1.00
Administrative Assistant	1.00	-	1.00
TOTAL FULL-TIME	2.00	1.00	2.00
Part-Time			
Administrative Assistant		-	0.75
TOTAL PART-TIME	-	-	0.75
TOTAL PUBLIC WORKS ADMIN	2.00	1.00	2.75

Staffing Notes:

⇒ Administrative Assistants moved from Engineering to Admin to more accurately reflect work done for multiple Public Works departments.



DEPARTMENT DESCRIPTION

The Streets division maintains the road system in the City. In addition, the Streets department manages the City's street lights, which were acquired in fiscal year 2014. This has had the benefit of reducing utility-related expenses and increased efficiencies in managing the infrastructure of the street light system.

DEPARTMENT ACCOMPLISHMENTS

- Identification and inventorying of sidewalk trip hazards.
- Replacement of over 100 out of compliance street signs.
- Patched several hundred pot holes and cut out/replaced several thousand tons of asphalt.
- Built Miller Park parking lot for the Parks & Recreation department.
- Replacement of 1996 Dump Truck with a new 10 wheeler dump truck and snowplow.
- Acquisition of concrete lift pump to address concrete trip hazards.
- Construction of parking lot in Quail Cove park.
- Repaving part of 1120 North.

DEPARTMENT GOALS

- ⇒ Continued pavement management (chip seal and Ha5 treatments).
- ⇒ Fall and spring 2019 crack seal projects.
- ⇒ Continue efforts to repair sidewalks proactively
- ⇒ instead of reactively.
- ⇒ Continue replacement of street signs to ensure meeting of MUTCD requirements.

Public Works—Streets

OPERATING INDICATORS

- Cut and T-patched water leaks—75
- Miles of Snow and Ice Removal—1,250
- Curb tie-ins—10
- Potholes replaced—Several Hundred
- Out of compliance street signs replaced—>100

BUDGET

Streets				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 735,514	\$ 530,749	\$ 544,454	2.6%
Education and Travel	5,206	6,150	3,000	-51.2%
Equipment Supplies & Maintenance	95,551	30,000	30,000	0.0%
Street Lights Power	80,418	63,000	65,000	3.2%
Street Lights Maintenance	72,418	75,000	60,000	-20.0%
Street Lights Capital Improvement	85,984	260,000	-	-100.0%
Traffic Signal Maintenance	2,729	10,000	2,000	-80.0%
Telephone	2,612	6,500	7,440	14.5%
Professional & Technical	29,430	16,808	20,000	19.0%
Clothing	3,000	2,673	1,400	-47.6%
Department Supplies	10,612	18,000	14,400	-20.0%
Debris Hauling	2,971	3,000	3,000	0.0%
Pavement Markings/Signs	71,000	90,000	90,000	0.0%
Sidewalk Repair	109,847	82,287	110,000	33.7%
Road Maintenance & Repair	199,443	310,000	310,000	0.0%
Fleet Operations & Maintenance	-	60,000	60,000	0.0%
Fleet Purchases	-	200,000	75,000	-62.5%
TOTAL STREETS	\$ 1,506,735	\$ 1,764,167	\$ 1,395,694	-20.9%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Street Superintendent	1.00	1.00	1.00
Street Lead Maintenance Operator	1.00	1.00	1.00
Street Traffic Safety Specialist/Senior Operator	1.00	-	-
Street Maintenance Operator	4.00	4.00	4.00
TOTAL FULL-TIME	7.00	6.00	6.00
Part-Time			
Street Maintenance Operator	-	1.00	1.00
TOTAL PART-TIME	-	1.00	1.00
TOTAL STREETS DEPARTMENT	7.00	7.00	7.00

Public Works—Building Maintenance



DEPARTMENT DESCRIPTION

The Building Maintenance division has responsibility for the maintenance and upkeep of the City's buildings.

DEPARTMENT ACCOMPLISHMENTS

- Removed old chiller from library (20 year life), installed and wired new chiller.
- Installed new lights for flag pole at Quail Cove Park.
- Assisted in rewiring and painting new breakroom/kitchen at the Fire station.
- Installed new air conditioning units and repainted bedrooms at the Fire station

DEPARTMENT GOALS

- ⇒ Remove and install new HVAC systems in Administration and engineering buildings.
- ⇒ Sheetrock, mud, wire, and paint a new workout room for the Police department.
- ⇒ Replace fire panel at the Library.
- ⇒ Install new HVAC system at the Senior Center.
- ⇒ Install exhaust fan in new breakroom/kitchen at the Fire station.

Public Works—Building Maintenance

BUDGET

Building Maintenance				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 297,105	\$ 318,822	\$ 430,331	35.0%
Education and Travel	-	550	2,250	309.1%
Telephone	-	1,500	1,920	28.0%
Education and Schools	2,482	-	-	0.0%
Clothing & Uniforms	600	600	800	33.3%
Department Supplies	4,318	4,200	-	-100.0%
Legion Hall	3,205	5,000	5,000	0.0%
Public Works Complex	48,670	64,600	55,000	-14.9%
Library	76,919	80,000	60,000	-25.0%
Senior Citizens	7,083	14,000	9,000	-35.7%
Administration Building	27,860	26,000	20,000	-23.1%
Cemetery	7,968	10,000	10,000	0.0%
Police/Courts Building	130,291	147,641	160,000	8.4%
City Hall	13,945	18,000	30,000	66.7%
Fire/Ambulance Building	42,772	50,000	45,000	-10.0%
Asphalt Maintenance	15,149	16,000	20,000	25.0%
Interfund Utility Expense	168,790	150,000	75,000	-50.0%
Janitorial Service	75,090	80,000	90,000	12.5%
Fleet Operations & Maintenance	482	2,000	4,000	100.0%
TOTAL BUILDING MAINTENANCE	\$ 922,732	\$ 988,913	\$ 1,018,301	3.0%

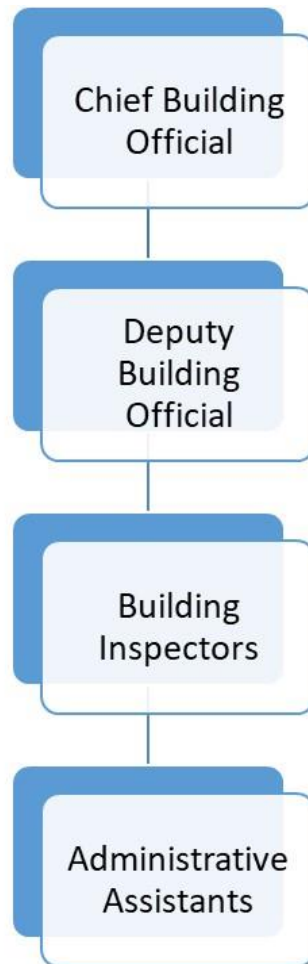
STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Building Maintenance Superintendent	1.00	1.00	1.00
Facility Maintenance Supervisor	-	-	1.00
Building Maintenance Lead Technician	1.00	1.00	1.00
Building Maintenance Technician	1.00	1.00	1.00
TOTAL FULL-TIME	3.00	3.00	4.00
Part-Time			
Janitorial (Senior Center)	-	0.75	-
TOTAL PART-TIME	-	0.75	-
TOTAL BUILDING MAINTENANCE	3.00	3.75	4.00

Staffing Notes:

- ⇒ Part-time janitor moved to Senior Center.
- ⇒ Facility Maintenance Supervisor moved from Fitness Center.

Public Works—Building Inspection



DEPARTMENT DESCRIPTION

The Building Inspection division is responsible for maintaining the integrity of the buildings throughout the City through inspections during the construction process. The division is also responsible for assessing impact fees during the inspection process.

DEPARTMENT ACCOMPLISHMENTS

- Processed 778 building permits, an increase of 6.7 percent over fiscal year 2016.
- Performed 11,465 inspections, an increase of 54.2 percent over fiscal year 2016.

DEPARTMENT GOALS

- ⇒ Improve overall turnaround time for plan reviews. ⇒ Update technology for permit tracking.

Public Works—Building Inspection

OPERATING INDICATORS

- Permits Issued—778
- Number of Inspections Performed—11,465

BUDGET

Building Inspection				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 502,487	\$ 661,387	\$ 767,730	16.1%
Subscriptions & Memberships	651	5,000	4,000	-20.0%
Education and Travel	3,276	5,000	4,500	-10.0%
Telephone	774	6,000	5,300	-11.7%
Plan Check Fees	19,360	20,000	20,000	0.0%
Professional & Technical	27,884	17,200	30,000	74.4%
Clothing	800	1,200	1,200	0.0%
Department Supplies	2,310	1,500	2,500	66.7%
Miscellaneous	1,544	500	1,000	100.0%
Fleet Operations & Maintenance	4,614	5,500	4,000	-27.3%
Equipment Purchases	3,785	2,000	-	-100.0%
TOTAL BUILDING INSPECTION	\$ 567,485	\$ 725,287	\$ 840,230	15.8%

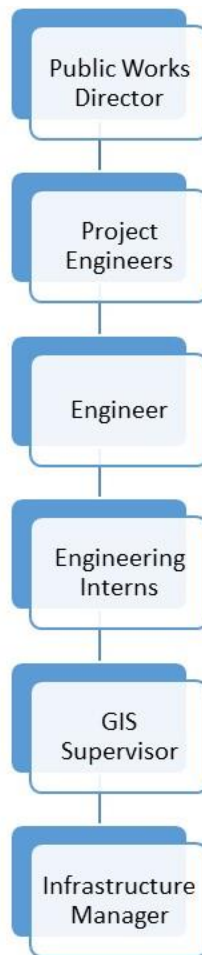
STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Chief Building Official	1.00	1.00	1.00
Deputy Building Official	-	-	1.00
Assistant Building Official	1.00	1.00	-
Plans Examiner	1.00	1.00	-
Building Inspector	3.00	3.00	4.00
Administrative Assistant	-	1.00	1.50
TOTAL BUILDING INSPECTION	6.00	7.00	7.50

Staffing Notes:

⇒ 50% of Administrative Assistant moved from Planning department.

Public Works—Engineering



DEPARTMENT DESCRIPTION

The Engineering division provides the City's engineering needs. In addition, this division provides inspection services and management of the City's infrastructure.

DEPARTMENT ACCOMPLISHMENTS

- Replacement of concrete lid on east water tank.
- Replacement of water lines in order neighborhoods using CDBG (Community Development Block Grant) funds.
- Began year 1 projects on the City's 10-year Road Plan.
- 860 E Drainage Pond upgrades.

DEPARTMENT GOALS

- Begin or complete all funded capital projects.
- Complete total review of development code and construct standards and specifications.
- Establish standard contracts for all professional services.
- Establish one unified GIS-based work order system.
- Establish policies and procedures for developments and capital projects.

Public Works—Engineering

BUDGET

Engineering				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 553,873	\$ 542,038	\$ 478,238	-11.8%
Subscriptions & Memberships	2,433	1,000	2,000	100.0%
Education and Travel	3,733	2,000	2,500	25.0%
Telephone	2,873	3,800	1,860	-51.1%
Plan Review	13,755	-	-	0.0%
Professional Services	92,025	191,751	25,000	-87.0%
Education and Schools	2,647	-	-	0.0%
Clothing Allowance	753	600	1,000	66.7%
Department Supplies	10,483	2,000	5,500	175.0%
Sundry Charges	1,091	500	500	0.0%
Computer Software	23,436	20,000	20,000	0.0%
Fleet Operations & Maintenance	7,354	9,000	5,000	-44.4%
Equipment Purchases	1,792	-	2,000	100.0%
TOTAL ENGINEERING	\$ 716,247	\$ 772,689	\$ 543,598	-29.6%

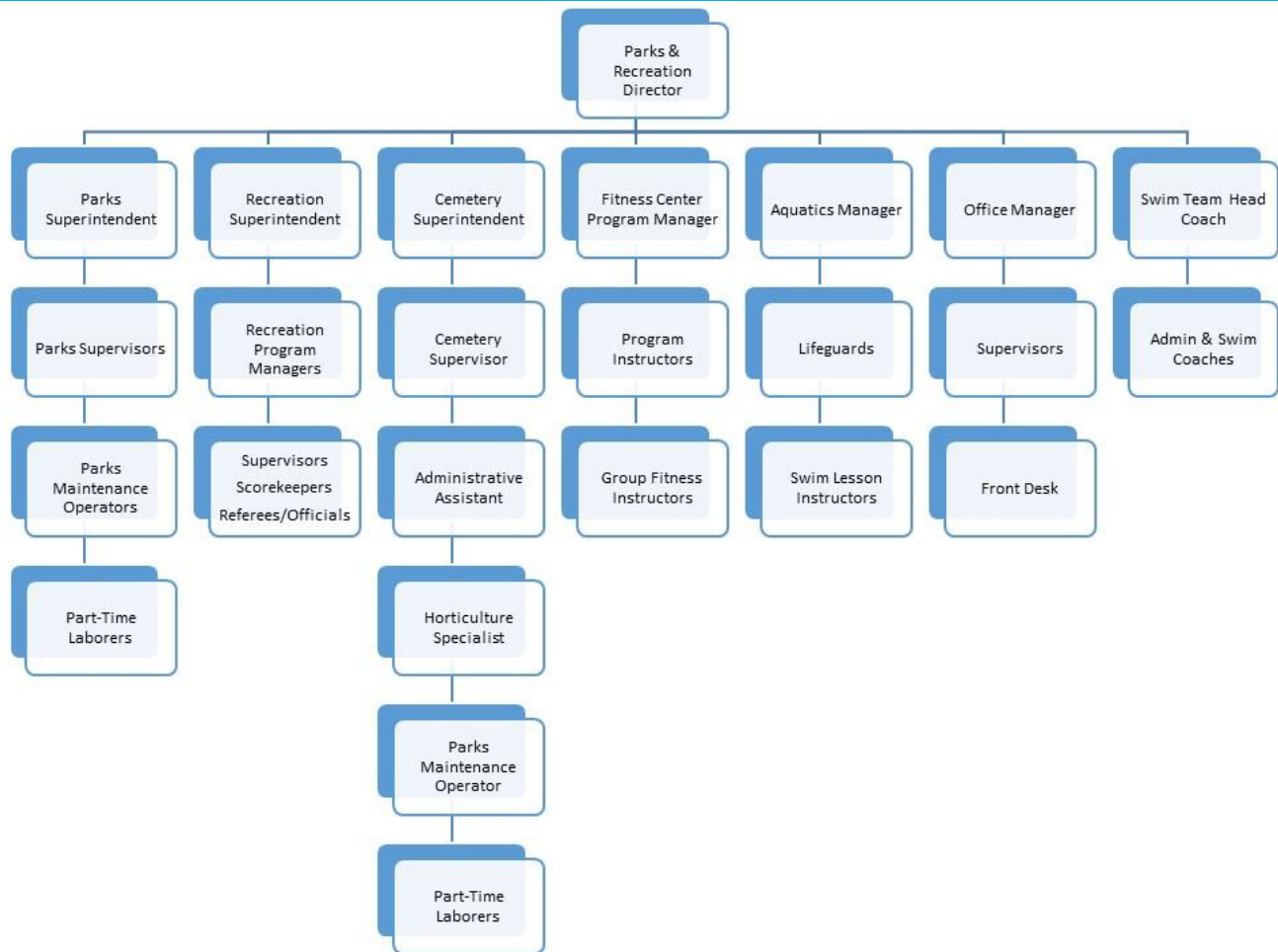
STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
City Engineer	1.00	-	-
GIS Supervisor	1.00	1.00	1.00
Project Engineer	-	2.00	2.00
Professional Engineer/Construction Manager	1.00	-	-
Engineer	1.00	1.00	1.00
Construction Inspector	-	0.20	0.20
Management Analyst	1.00	-	-
Administrative Assistant	1.00	-	-
TOTAL FULL-TIME	6.00	4.20	4.20
Part-Time			
Intern	1.50	1.00	1.00
Administrative Assistant	0.75	0.75	-
TOTAL PART-TIME	2.25	1.75	1.00
TOTAL ENGINEERING DEPARTMENT	8.25	5.95	5.20

Staffing Notes:

⇒ Administrative Assistants moved to Public Works Administration.

Parks and Recreation—Parks



DEPARTMENT DESCRIPTION

The Parks division is responsible for the maintenance of the parks system throughout the City. The Parks division has, in recent years, been faced with maintenance and care of an increasing number of parks, including the I-15 interchanges.

DEPARTMENT ACCOMPLISHMENTS

- Utilization of PARC (Parks, Arts, Recreation and Culture) grant funds to improve multiple parks:
 - Evergreen Park restrooms.
 - Miller Park restrooms and parking lot.
 - Benches and trees throughout the City.
 - Quail Cove pavilion.
- Coordination of over 50 Eagle Scout projects.

Parks and Recreation—Parks & Boat Harbor

DEPARTMENT GOALS

- Transition to electronic app for park and playground maintenance tracking and planning.
- Continue to utilize PARC funding to improve facilities, such as Art Dye and playground equipment.
- Evaluate options to sustain and maintain increasing acreage of parks, including staffing and equipment.

BUDGET

Parks				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 670,868	\$ 715,190	\$ 717,338	0.3%
Education and Travel	2,402	3,649	3,000	-17.8%
Mower Supplies & Maintenance	3,982	13,000	10,000	-23.1%
Building Grounds Supplies & Maintenance	39,623	40,000	40,000	0.0%
Electricity	14,848	27,000	25,000	-7.4%
Telephone	4,547	7,600	6,960	-8.4%
Clothing	1,400	1,400	1,400	0.0%
Department Supplies	20,814	18,000	16,260	-9.7%
Interchange Maintenance	-	-	15,700	100.0%
Christmas Decorations	2,843	11,912	11,000	-7.7%
Contract Maintenance	29,995	32,000	32,000	0.0%
Chemical Toilets	5,557	7,900	7,280	-7.8%
Miscellaneous	16,309	14,000	6,360	-54.6%
Tree Purchase & Maintenance	16,710	20,916	25,000	19.5%
Fleet Operations & Maintenance	45,898	54,000	54,000	0.0%
Park Furnishings	14,263	14,000	17,000	21.4%
Improvements	21,057	14,000	18,000	28.6%
Equipment Purchases	4,489	6,500	5,000	-23.1%
Donation Expenditures	-	5,000	-	-100.0%
TOTAL PARKS	\$ 915,606	\$ 1,006,067	\$ 1,011,298	0.5%

Boat Harbor				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 42,327	\$ 36,602	\$ 37,098	1.4%
Telephone	313	600	790	31.7%
Credit Card & Bank Processing Fees	-	1,400	2,040	100.0%
Miscellaneous	9,349	8,000	3,300	-58.8%
Grant Expenditures	15,205	-	-	0.0%
Improvements	15,426	8,400	10,000	19.0%
TOTAL BOAT HARBOR	\$ 82,619	\$ 55,002	\$ 53,228	-3.2%

Parks and Recreation—Parks & Boat Harbor

STAFFING

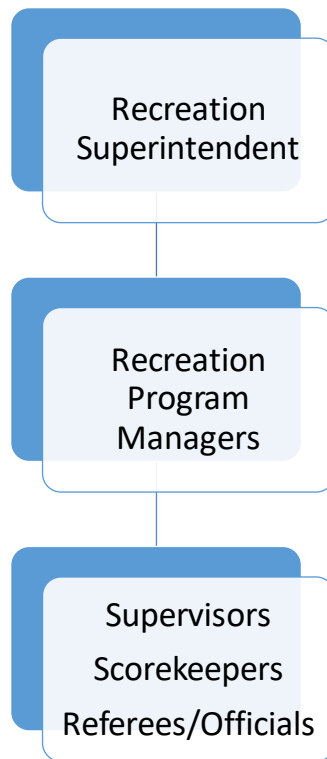
Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Park Superintendent	1.00	1.00	1.00
Park Supervisor	1.00	1.00	1.00
Park Maintenance Operator	4.00	4.00	4.00
Park Maintenance Operator/Arborist	1.00	1.00	1.00
TOTAL FULL-TIME	7.00	7.00	7.00
Part-Time			
Parks Laborer	4.71	4.85	4.85
TOTAL PART-TIME	4.71	4.85	4.85
TOTAL PARKS DEPARTMENT	11.71	11.85	11.85

Staffing Notes:

⇒ Part-time labor is not budgeted by position, but rather by total number of hours. An average pay rate is used to determine full-time equivalent personnel. Actual full-time equivalent counts may vary depending on hours worked and the employee's pay rate.

Position	FY2017	FY2018	FY2019 Approved
Part-Time			
Boat Harbor	1.75	1.38	1.38
TOTAL BOAT HARBOR	1.75	1.38	1.38

Parks and Recreation—Recreation



MISSION STATEMENT

Through diverse recreation programs and leisure opportunities foster civility, physical, and emotional wellness, and FUN!

DEPARTMENT ACCOMPLISHMENTS

- Over 5,000 youth program registrations.
- Background checks conducted on all volunteer coaches.
- More active program promotions on social media.
- Efficient coordination with surrounding recreation departments.
- Fantastic Steel Days activities: Soap box derby, horse shoe tournament, and kickball tournament.

DEPARTMENT GOALS

- Participation in the planning and construction of Art Dye Park.
- Simplify and improve the facility rental process.
- Increased utilization of social media for program promotion.
- Coordination with Alpine School District on facility usage.
- Detailed tracking of complete program operating costs.

Parks and Recreation—Recreation

BUDGET

Recreation				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 474,847	\$ 523,223	\$ 531,497	1.6%
Subscriptions & Memberships	-	500	450	-10.0%
Advertising	-	1,240	750	-39.5%
Education and Travel	1,764	2,750	2,200	-20.0%
Building Grounds Supplies & Maintenance	3,104	1,260	2,000	58.7%
Telephone	8,172	7,200	6,360	-11.7%
Recreation Programs	130,562	125,000	123,000	-1.6%
Department Supplies	11,906	12,000	12,000	0.0%
Miscellaneous	310	2,600	2,500	-3.8%
Fleet Operations & Maintenance	2,806	2,500	5,800	132.0%
Equipment Purchases	-	2,700	-	-100.0%
TOTAL RECREATION	\$ 633,471	\$ 680,973	\$ 686,557	0.8%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Parks & Recreation Director	1.00	0.50	0.50
Recreation Superintendent	1.00	1.00	1.00
Recreation Program Manager	2.00	2.00	2.00
TOTAL FULL-TIME	4.00	3.50	3.50
Part-Time			
Recreation Supervisors/Scorekeepers/Referees	4.93	5.09	5.30
TOTAL PART-TIME	4.93	5.09	5.30
TOTAL PARKS DEPARTMENT	8.93	8.59	8.80

Staffing Notes:

- ⇒ Part-time labor is not budgeted by position, but rather by total number of hours. An average pay rate was used to determine full-time equivalent personnel. Actual full-time equivalent counts may vary depending on hours worked and the employee's pay rate.

Parks and Recreation—Cemetery



DEPARTMENT DESCRIPTION

The Cemetery division is responsible for the care and maintenance of the City's cemetery.

DEPARTMENT ACCOMPLISHMENTS

- Trained new full-time employee.

DEPARTMENT GOALS

- | | |
|--|--|
| • Transition to new Sexton with upcoming retirement. | • Look for future expansion opportunities. |
| • Continue to maintain a beautiful, inviting cemetery for people to visit. | • Prune trees on main cemetery road. |
| | • Complete last phase of asphalt project. |
| | • Monitor operational efficiencies. |

OPERATING INDICATORS

- | | |
|--------------------------|----------------|
| • Burials—163 | • Lot Sales—98 |
| • Double Deep Burials—24 | |

Parks and Recreation—Cemetery

BUDGET

Cemetery				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 484,081	\$ 512,332	\$ 513,212	0.2%
Education and Travel	764	500	1,600	220.0%
Small Engine Repair	6,978	9,000	20,000	122.2%
Building Supplies	24,510	28,000	27,250	-2.7%
City-Wide Horticulture	9,576	5,000	10,000	100.0%
Tree Purchase & Maintenance	-	-	15,000	100.0%
Telephone	8,103	4,000	3,180	-20.5%
Uniforms & Accessories	800	800	800	0.0%
Department Supplies	19,471	22,000	10,300	-53.2%
Headstone Replacement	2,878	4,800	4,000	-16.7%
Flag Rotation & Maintenance	-	-	6,945	100.0%
Miscellaneous Charges	1,454	-	-	0.0%
Credit Card & Bank Processing Fees	-	2,100	1,700	-19.0%
Fleet Operations & Maintenance	31,465	30,000	19,000	-36.7%
Improvements	13,061	16,000	16,000	0.0%
Equipment Purchases	3,962	5,000	8,500	70.0%
TOTAL CEMETERY	\$ 607,103	\$ 639,532	\$ 657,487	2.8%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Cemetery Superintendent	1.00	1.00	1.00
Cemetery Supervisor	1.00	1.00	1.00
Park Maintenance Operator	1.00	1.00	1.00
Horticulture Specialist	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
TOTAL FULL-TIME	5.00	5.00	5.00
Part-Time			
Laborer	1.59	1.53	1.53
TOTAL PART-TIME	1.59	1.53	1.53
TOTAL CEMETERY	6.59	6.53	6.53

Staffing Notes:

⇒ Part-time labor is not budgeted by position, but rather by total number of hours. An average pay rate was used to determine full-time equivalent personnel. Actual full-time equivalent counts may vary depending on hours worked and the employee's pay rate.



DEPARTMENT DESCRIPTION

The duties of the Planning Department are generally divided into the following areas of responsibility:

- Provide prospective developers, City Council, Planning Commission, City staff, and the general public with accurate and timely information regarding the City's General Plan elements, development requirements and policies, and general information about the City.
- Serve as staff to the Planning Commission and City Council, providing materials and recommendations as necessary for them to make the judgements and decisions required by state law and City ordinance.
- Working in conjunction with the Planning Commission, "look out" for the future of the City. This involves planning for growth and redevelopment in ways that ensures American Fork remains a desirable place to live for residents of all income levels, while at the same time providing opportunities for business growth and retention.
- Propose amendments to City plans, ordinances, and standards as deemed necessary or as requested.
- Provide zoning clearance functions for new business license applications, temporary business licenses, building permits, and performance guarantee releases. The one clearance function for individual residences and similar "simple uses by right" has been retained by the Building Inspection department.

DEPARTMENT ACCOMPLISHMENTS

- | | |
|---|---|
| <ul style="list-style-type: none"> • Coordinated with Engineering department to identify a City-preferred alignment for the future Vineyard Connector, preserving the integrity of the TOD area. • Continued updates to the City's Land Use Element of the General Plan. • Coordinated with Legal to update the City's requirements for group housing facilities in residen- | <ul style="list-style-type: none"> • Added provisions in the R2-7,500 residential zone to allow for small lot single family uses in conjunction with twin homes. • Continued coordination with the Engineering department and UDOT to implement the City's Main Street Vision Plan. |
|---|---|

DEPARTMENT GOALS

- ⇒ Continue coordination with the Engineering department and UDOT for the next phase of implementation for the Main Street Vision.
- ⇒ Finalize the TOD CRA and continue progress on the Main Street CRA.
- ⇒ Coordinate with Public Works to implement the Bike/Pedestrian plan as future road projects progress.
- ⇒ Coordinate with Legal on updates to the Development Code as needed.
- ⇒ Continue Planning Commission training with Planning staff and Legal counsel (when requested).

OPERATING INDICATORS

- **Acres in Process of Annexation**—161.
- **Units Approved**—1,220 (413 Single Family, 807 Multi-Family).
- **Development Applications Reviewed and Approved by Planning Commission**—110.

BUDGET

Planning				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 228,987	\$ 244,810	\$ 269,442	10.1%
Subscriptions & Memberships	1,410	1,576	1,623	3.0%
Education and Travel	2,303	2,500	2,500	0.0%
Telephone	-	1,320	1,440	9.1%
Professional & Technical	269	1,000	1,000	0.0%
Economic Development	-	25,400	25,400	0.0%
Department Supplies	2,450	2,700	1,750	-35.2%
Sundry Charges	2,766	4,500	3,300	-26.7%
Fleet Operations & Maintenance	-	-	1,000	100.0%
Equipment Purchases	-	-	1,500	100.0%
TOTAL PLANNING	\$ 238,184	\$ 283,806	\$ 308,955	8.9%

STAFFING

Department Total	FY2017	FY2018	FY2019 Approved
Planning Director	1.00	1.00	1.00
Planner	1.00	1.00	1.00
Administrative Assistant	-	1.00	0.50
TOTAL PLANNING	2.00	3.00	2.50

Staffing Notes:

⇒ 50% of Administrative Assistant moved to Building Inspection.



Office Building at North Pointe Business Park

Citizen Committees—Senior Citizens



DEPARTMENT DESCRIPTION

The Senior Citizens center provides programs and support for the seniors in American Fork and surrounding communities. The center strives to give the community a central place to gather and to get access to resources to help meet the needs they face in their daily lives.

BUDGET

Senior Citizens				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Salaries & Wages	\$ 25,716	\$ 21,560	\$ 39,957	85.3%
Telephone	5,903	586	1,200	104.8%
Sundry Charges	91,642	79,000	69,000	-12.7%
Equipment Purchases	-	10,576	3,000	-71.6%
TOTAL SENIOR CITIZENS	\$ 123,260	\$ 111,722	\$ 113,157	1.3%

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Part-Time			
Center Director	0.50	0.50	0.50
Assistant Director	0.50	0.50	0.50
Secretary	0.50	0.50	0.50
Aides	2.50	2.50	2.50
Janitor	0.75	-	0.75
TOTAL SENIOR CITIZENS	4.75	4.00	4.75

Staffing Notes:

⇒ The Senior Citizen's compensation (except Janitor) is a set amount and is not dependent on number of hours worked. Therefore, each position has been counted as 0.50 FTE on this schedule.

Citizen Committees—Historical Committee, Beautification

DEPARTMENT DESCRIPTION

Citizen committees are volunteer boards who support the City in many ways. The Historical Committee and Beautification Committee have small budgets for expenditures furthering the purpose of their respective boards.

BUDGET

Citizen Committees				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Historical Committee	-	23,052	7,000	-69.6%
Beautification	6,576	6,553	7,000	6.8%
TOTAL CITIZEN COMMITTEES	\$ 6,576	\$ 29,605	\$ 14,000	-52.7%

Contracted Services-Information Technology

DEPARTMENT DESCRIPTION

The Information technology department oversees and is responsible for all technology-related aspects of the City. The City's information technology contractor works with all departments of the City to provide IT services including networking services, computer needs, peripheral devices, telephones, network security, servers, troubleshooting and support, and software support. The information technology department is out-sourced, but is overseen by the Broadband (Information Technology) department.

BUDGET

Information Technology				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Web Page Development	\$ 9,331	\$ 8,325	\$ 8,000	-3.9%
Software	11,397	16,000	48,642	204.0%
Internet	44,100	44,100	44,100	0.0%
Supplies	419	290	-	-100.0%
Maintenance Agreements	108,042	110,000	115,142	4.7%
Administrative Charge-Broadband	-	-	22,435	100.0%
Equipment Purchases	118,731	100,000	90,000	-10.0%
TOTAL INFORMATION TECHNOLOGY	\$ 292,018	\$ 278,715	\$ 328,319	17.8%

Contracted Services—Legal

DEPARTMENT DESCRIPTION

The Legal budget is established to process expenditures for legal and attorney purposes. All attorneys for the City currently act on a contract basis. The attorney services that are expensed out of this department include: Personnel attorneys, defense attorneys for criminal actions (when the accused cannot provide an attorney for him/herself), conflict attorneys for criminal actions (when there is a conflict between the defense attorney and another individual), the City's criminal attorney, and the City's civil attorney.

Other attorneys engaged by the City are used on an as-needed basis and are expended out of different funds. Specialized attorneys used include broadband attorneys and water right attorneys.

BUDGET

Legal				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Youth Court	\$ -	\$ 2,000	\$ 2,000	0.0%
Attorney-Civil	232,093	139,000	140,000	0.7%
Attorney-Special Assignments	-	30,250	30,850	2.0%
Attorney-Public Defender	-	80,000	80,000	0.0%
Attorney-Criminal	199,947	160,000	158,400	-1.0%
TOTAL LEGAL	\$ 432,040	\$ 411,250	\$ 411,250	0.0%

Special Revenue Fund Budgets



Municipal Building Authority Fund

FUND DESCRIPTION

The Municipal Building Authority fund was created to account for the activities of the City's Municipal Building Authority. The Authority was created to provide continuity between City Council changes. This method allows for small institutions to participate in financing. The City does not currently have any bonds outstanding issued by the Building Authority, but sees the organization as a "backstop" if needed. The yearly expenditures for the building authority are public notices.

BUDGET

Municipal Building Authority Fund				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Transfer From General Fund	74	-	-	0.0%
Expenditures:				
Public Notices	74	200	200	0.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ -	\$ (200)	\$ (200)	

Parks and Recreation—Fitness Center Fund



FUND DESCRIPTION

Open 17 hours a day, the Fitness Center offers many programs, including: Lap swimming, water aerobics, swim team, triathlon training, swim lessons, Boy Scout groups, racquetball, Wally ball, cycling, senior fit classes, itty bitty sports, weight lifting, running track, cardio room, land aerobics, personal training, day care, merit badge classes, karate, dance, cheerleading, boxing, break dancing, and ballet.

DEPARTMENT GOALS

- Improved member management program.
- Creation of a Fitness Center patron advisory board.
- Utilization of social media for facility and program promotion.
- Conduct Fitness Center feasibility study.
- Evaluate individual program costs.

OPERATING INDICATORS

- **Memberships**—3,200
- **Members**—14,000
- **Unique Visits to Facility/Program Participation**—280,000
- **Ongoing Monthly Program Participants**—650

Parks and Recreation—Fitness Center Fund

BUDGET

Fitness Center				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
General Admissions	179,948	168,498	180,000	6.8%
Passes	694,521	650,592	671,000	3.1%
Lessons	180,534	192,000	196,000	2.1%
Swim Team	233,855	241,000	335,000	39.0%
Specialty Classes	345,125	343,000	317,000	-7.6%
Gymnastics	-	25,000	25,000	0.0%
Personal Training & Merit Badge	63,987	57,000	51,000	-10.5%
Equipment Rental	2,489	1,404	1,400	-0.3%
Jogging Track	4,678	3,276	3,500	6.8%
Child Care	31,568	28,000	28,300	1.1%
Resale Merchandise & Concessions	51,037	55,230	56,000	1.4%
Room & Pool Rental	23,770	28,000	22,000	-21.4%
Interest Earnings	1,037	1,000	-	-100.0%
Miscellaneous	4,730	3,000	3,000	0.0%
Donations	2,705	5,000	-	-100.0%
Sale of Capital Assets	895	-	-	0.0%
TOTAL REVENUES	1,820,880	1,802,000	1,889,200	4.8%
Transfers:				
Transfer From General Fund	568,692	568,382	622,198	9.5%
TOTAL TRANSFERS	568,692	568,382	622,198	9.5%

Parks and Recreation—Fitness Center Fund

BUDGET

Fitness Center Continued				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Expenditures:				
Wages & Salaries	1,549,384	1,617,832	1,520,112	-6.0%
Subscriptions & Memberships	612	1,500	1,300	-13.3%
Advertising	10,337	5,000	6,000	20.0%
Education & Travel	4,989	3,750	2,970	-20.8%
Equipment Supply & Maintenance	24,430	16,800	20,000	19.0%
Building Supply & Maintenance	68,581	89,483	70,000	-21.8%
Utilities	195,290	225,000	210,000	-6.7%
Telephone	14,059	8,000	11,100	38.8%
Contracted Janitorial Service	85,763	75,000	88,200	17.6%
Professional and Technical	4,000	5,500	1,000	-81.8%
Sales Tax	52,055	-	-	0.0%
Resale Merchandise & Concessions	21,941	30,000	33,300	11.0%
Copier Supply & Maintenance	6,505	4,000	4,000	0.0%
Uniforms	1,292	1,000	-	-100.0%
Computer Supply & Maintenance	4,858	3,500	3,500	0.0%
Department Supplies	49,897	31,000	26,000	-16.1%
Pool Chemicals	66,149	60,000	61,200	2.0%
Insurance	38,978	40,000	42,400	6.0%
Miscellaneous	45,867	1,000	-	-100.0%
Special Programs	33,962	5,000	4,000	-20.0%
Credit Card & Bank Processing Fees	-	48,000	55,000	14.6%
Child Care	8,828	3,300	3,300	0.0%
Merit Badge	1,626	5,000	5,000	0.0%
Group Fitness	7,137	6,000	-	-100.0%
Gymnastics	-	25,000	25,000	0.0%
Swim Team	43,866	47,000	55,000	17.0%
Swimming Pool Programs	6,314	4,500	4,500	0.0%
Administrative Charge-General Fund	-	-	256,433	100.0%
Administrative Charge-Broadband Fund	-	-	1,083	100.0%
Donation	688	2,500	-	-100.0%
Fleet Operations & Maintenance	-	1,000	1,000	0.0%
Equipment Purchases	43,304	-	-	0.0%
TOTAL EXPENDITURES	\$ 2,390,712	\$ 2,365,665	\$ 2,511,398	6.2%
Transfers:				
Transfer to Capital Equipment	-	4,717	-	-100.0%
TOTAL TRANSFERS	-	4,717	-	-100.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES AND TRANSFERS	\$ (1,140)	\$ -	\$ -	

Parks and Recreation—Fitness Center Fund

STAFFING

c	FY2017	FY2018	FY2019 Approved
Full-Time			
Parks & Recreation Director	-	0.50	0.50
Aquatics/Head Swim Coach	1.00	1.00	1.00
Aquatics Manager	1.00	1.00	1.00
Facility Maintenance Supervisor	1.00	1.00	-
Fitness Center Program Manager	1.00	1.00	1.00
Fitness Center Office Manager	1.00	1.00	1.00
TOTAL FULL-TIME	5.00	5.50	4.50
Part-Time			
Part-Time Positions (Multiple Titles)	29.32	29.53	29.39
TOTAL PART-TIME	29.32	29.53	29.39
TOTAL FITNESS CENTER	34.32	35.03	33.89

Staffing Notes:

- ⇒ Facility Maintenance Supervisor position was moved to building maintenance.
- ⇒ Part-time labor is not budgeted by position, but rather by total number of hours. An average pay rate was used to determine full-time equivalent personnel. Actual full-time equivalent counts may vary depending on hours worked and the employee's pay rate.



Fitness Center Pool

Downtown Redevelopment Fund

FUND DESCRIPTION

The Downtown Redevelopment fund is used to enhance and promote the City's core downtown area and to account for one small business revolving loan issued by the City that is still outstanding.

BUDGET

Downtown Redevelopment				
Financing Sources	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Interest Earnings	1,265	2,200	1,800	-18.2%
Other	53	25,000	-	-100.0%
TOTAL REVENUES	1,318	27,200	1,800	-93.4%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ 1,318	\$ 27,200	\$ 1,800	



Historic Main Street

FUND DESCRIPTION

The PARC tax fund collects and expends funds received from the City's Parks, Arts, Recreation, and Culture (PARC) sales and use tax option. The state of Utah allows cities to impose a sales and use tax for the purpose of enhancing public financial support of publicly owned and operated recreational and zoological facilities, and botanical, cultural, and zoological organizations owned or operated by institutions or private nonprofit organizations. The one-tenth of one percent sales tax collected by businesses within American Fork is accounted for in this fund, along with grants awarded by the City Council upon recommendation by the PARC tax board.

BUDGET

PARC Tax Fund				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Sales Tax	933,603	963,286	975,000	1.2%
Grants Returned	1,853	127	-	0.0%
Interest Earnings	8,770	10,000	5,755	-42.5%
TOTAL REVENUES	944,226	973,413	980,755	0.8%
Expenditures:				
Administrative	500	55	300	445.5%
Fitness Center	153,691	-	-	0.0%
Parks	325,727	1,257,158	-	-100.0%
Boat Harbor	79,325	-	-	0.0%
Alpine Community Theater	-	60,000	-	-100.0%
Fox Hollow Golf Course	-	15,380	-	-100.0%
Friends of the American Fork Library	14,725	15,400	-	-100.0%
Timpanogos Arts Fondation	-	527,500	-	-100.0%
Harrington Center for the Arts	-	10,130	-	-100.0%
Future Grants	-	-	980,455	100.0%
TOTAL EXPENDITURES	\$ 573,968	\$ 1,885,623	\$ 980,755	-48.0%
REVENUES AND TRANSFERS				
OVER/(UNDER) EXPENDITURES	\$ 370,259	\$ (912,210)	\$ -	

Celebration Fund

FUND DESCRIPTION

The Celebration fund was initially created to track the revenues and expenditures associated with the City's annual American Fork Steel Days celebration. In fiscal year 2018, the City entered into a contract with the American Fork Chamber of Commerce to run the majority of Steel Days events. The City now has a limited number of responsibilities regarding the yearly event. The proposed budget for fiscal year 2019 includes the items the City is contractually obligated for. After fiscal year 2019, it is expected the Celebration Fund will be dissolved and recurring expenditures will be budgeted for in the General fund.

BUDGET

Celebration Fund				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Contributions/Donations	25,229	42,703	-	-100.0%
Carnival Tickets	63,206	53,691	-	-100.0%
Other Event Income	19,164	13,046	-	-100.0%
TOTAL REVENUES	107,598	109,440	-	-100.0%
Expenditures:				
Advertising	41,398	332	-	-100.0%
Art Show	4,396	540	-	-100.0%
Baby Contest	130	423	-	-100.0%
Carnival	34,785	31,550	-	-100.0%
Car Show	895	2,430	-	-100.0%
Doll & Quilt Show	188	-	-	0.0%
Fireworks Show	16,962	16,500	17,000	3.0%
5K Run	5,375	2,143	-	-100.0%
Float	12,000	500	500	0.0%
Miss American Fork Pageant	14,154	15,000	11,000	-26.7%
Symphony Production	500	880	-	-100.0%
Concerts in the Park	14,210	7,480	-	-100.0%
Parade	1,749	506	-	-100.0%
Soap Box Derby	2,164	678	-	-100.0%
Picnic in the Park	11,439	11,343	-	-100.0%
Variety Show	11,633	7,479	-	-100.0%
Other Charges	8,460	10,066	-	-100.0%
Steel Days Contract	-	20,000	20,000	0.0%
TOTAL EXPENDITURES	\$ 180,437	\$ 127,850	\$ 48,500	-62.1%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ (72,838)	\$ (18,410)	\$ (48,500)	

Redevelopment Agency—East Side RDA Fund

FUND DESCRIPTION

The East Side RDA fund (also known as the East Main RDA fund) was created to account for the revenues and expenditures for the East Main RDA project area created December 1992. The goal of the East Main RDA project area is to incentivize the commercial and industrial development of several blocks along Main Street in American Fork where conditions of blight were determined to be present. The fund will continue to receive “haircut” monies until 2025.

BUDGET

RDA-East Side				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Tax Increment	62,882	81,758	-	-100.0%
Haircut-East Side	-	14,393	34,973	143.0%
Interest Earnings	(4)	712	360	-49.4%
TOTAL REVENUES	62,879	96,863	35,333	-63.5%
Expenditures:				
Administrative Expenses	786	378	-	-100.0%
Transfer to General Fund	3,102	2,900	-	-100.0%
Transfer to Debt Service Fund	47,359	47,585	35,333	-25.7%
TOTAL EXPENDITURES	\$ 51,247	\$ 50,863	\$ 35,333	-30.5%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	11,632	46,000	-	

Redevelopment Agency—Business Park RDA Fund

FUND DESCRIPTION

The Business Park RDA fund (also known as the North Valley RDA fund) was created to account for the revenues and expenditures of the North Valley RDA Project Area created September 1987. The goal of the North Valley RDA project area is to incentivize the commercial and industrial development along I-15 in American Fork. The fund will receive tax increment revenue through fiscal year 2019, and haircut monies through fiscal year 2026.

BUDGET

RDA-Business Park				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Tax Increment	642,137	534,033	582,190	9.0%
Haircut	-	96,428	121,909	26.4%
Interest Earnings	18,217	19,500	8,000	-59.0%
TOTAL REVENUES	660,354	649,961	712,099	9.6%
Expenditures:				
Administrative Expenses	6,788	8,063	9,000	11.6%
Developer Reimbursement	35,000	35,000	23,135	-33.9%
Development Activities	-	181,322	182,936	0.9%
Haircut Expenditures	-	-	107,476	100.0%
Transfer to General Fund	23,856	23,200	34,543	48.9%
Transfer to Debt Service Fund	388,341	385,007	355,009	-7.8%
TOTAL EXPENDITURES	\$ 453,985	\$ 632,592	\$ 712,099	12.6%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	206,370	17,369	-	

Redevelopment Agency—Egg Farm EDA Fund

FUND DESCRIPTION

The Egg Farm EDA was created to account for the revenues and expenditures of the Egg Farm EDA project area created in September 2000. The goal of the Egg Farm EDA project area is to incentivize the commercial and industrial development of a former chicken farm in American Fork City. The fund will receive tax increment revenue through fiscal year 2028, depending on when minimum tax increment levels are reached. It is important to note that 20 percent of tax increment received must go towards affordable housing projects in the state of Utah.

BUDGET

EDA-Egg Farm				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Tax Increment	622,623	721,310	741,351	2.8%
Tax Increment-Housing	155,656	180,327	185,338	2.8%
Interest Earnings	27,148	28,500	18,000	-36.8%
TOTAL REVENUES	805,427	930,137	944,689	1.6%
Expenditures:				
Administrative Expenses	13,283	7,033	8,000	13.7%
Developer Reimbursement	389,140	450,819	463,345	2.8%
Development Activities	210,388	202,663	249,672	23.2%
Affordable Housing	-	180,327	185,338	2.8%
Transfer to General Fund	31,042	31,900	38,334	20.2%
TOTAL EXPENDITURES	\$ 643,853	\$ 872,742	\$ 944,689	8.2%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	161,574	57,395	-	

Debt Service Fund Budget



Debt Service Fund

FUND DESCRIPTION

The debt service fund is used to account for the accumulation of resources for, and the payment of, long-term debt principal, interest, and related costs for the governmental funds (excluding enterprise and internal service fund debt).

BUDGET

Debt Service				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Property Tax	-	-	395,000	100.0%
PARC Tax Grant	-	350,000	350,000	100.0%
Interest Earnings	10,512	13,801	9,800	-29.0%
TOTAL REVENUES	10,512	363,801	754,800	107.5%
Transfers:				
Transfer From General Fund	1,458,847	1,386,575	378,432	-72.7%
Transfer From Bond Capital Project Fund	-	904,284	-	-100.0%
Transfer From Park Impact Fee Fund	267,700	335,226	387,811	15.7%
Transfer From Water Fund	46,100	46,500	-	-100.0%
Transfer From Sewer Fund	46,100	46,500	-	-100.0%
Transfer From East Side RDA	47,359	47,585	35,333	-25.7%
Transfer From Business Park RDA	388,341	385,007	355,009	-7.8%
TOTAL TRANSFERS	2,254,447	3,151,677	1,156,585	-63.3%
Expenditures:				
Principal-2015 Sales Tax Revenue Bonds	418,000	420,000	383,000	-8.8%
Interest-2015 Sales Tax Revenue Bonds	15,105	10,842	5,592	-48.4%
Trustee Fees-Sales Tax Revenue Bonds	1,750	1,750	1,750	0.0%
Principal-2018 Sales Tax Revenue and Refunding Bonds	-	-	355,000	100.0%
Interest-2018 Sales Tax Revenue and Refunding Bonds	-	-	114,507	100.0%
Trustee Fees-2018 Sales Tax Revenue and Refunding Bonds	-	-	750	100.0%
Principal-2014 General Obligation Refunding Bonds	560,000	570,000	580,000	1.8%
Interest-2014 General Obligation Refunding Bonds	35,190	26,622	17,901	-32.8%
Trustee Fees-2014 General Obligation Refunding Bonds	1,000	500	500	0.0%
Principal-2013 General Obligation Refunding Bonds	255,000	260,000	265,000	1.9%
Interest-2013 General Obligation Refunding Bonds	10,115	6,123	2,054	-66.5%
Trustee Fees-2013 General Obligation Refunding Bonds	500	500	500	0.0%
Principal-2011 General Obligation Refunding Bonds	165,000	170,000	170,000	0.0%
Interest-2011 General Obligation Refunding Bonds	21,022	18,003	14,331	-20.4%
Trustee Fees-2011 General Obligation Refunding Bonds	-	500	500	0.0%
Principal-2012 Sales Tax Revenue Bonds	38,920	939,737	-	-100.0%
Interest-2012 Sales Tax Revenue Bonds	28,776	31,651	-	-100.0%
Trustee Fees-2012 Sales Tax Revenue Bonds	1,500	1,500	-	-100.0%
Principal-2005 General Obligation Refunding Bonds	655,000	690,000	-	-100.0%
Interest-2005 General Obligation Refunding Bonds	50,875	17,250	-	-100.0%
Trustee Fees-2005 General Obligation Refunding Bonds	500	500	-	-100.0%
Miscellaneous	2,500	-	-	0.0%
TOTAL EXPENDITURES	\$ 2,260,753	\$ 3,165,478	\$ 1,911,385	-39.6%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ 4,206	\$ 350,000	\$ -	

Capital Projects Funds Budgets



General Capital Projects Fund

FUND DESCRIPTION

The general capital projects fund accounts for financial resources to be used for the acquisition of major capital facilities (other than those financed by enterprise or internal service fund activities). This fund does not account for projects accounted for with impact fees (which are accounted for in separate funds).

BUDGET

Capital Projects				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Property Tax	-	-	525,000	100.0%
Class B & C Road Funds	-	-	1,300,000	100.0%
Cemetery Lot Sales	30,800	28,000	41,200	47.1%
Grants-PARC Tax	558,743	907,158	-	-100.0%
Grants-Utah County Recreation	-	14,955	-	-100.0%
Grants-Boat Harbor	9,142	-	-	0.0%
Grants-MAG	-	-	1,100,000	100.0%
Interest Earnings	87,434	57,000	36,000	-36.8%
TOTAL REVENUES	686,119	1,007,113	3,002,200	198.1%
Transfers:				
Transfer From General Fund	1,618,881	2,565,288	406,382	-84.2%
Transfer From East Side RDA	-	46,000	-	-100.0%
Transfer From Police Impact Fee	-	-	323,077	100.0%
TOTAL TRANSFERS	1,618,881	2,611,288	729,459	-72.1%
Expenditures:				
Streets				
Road Improvements	1,177,694	-	-	0.0%
Annual Road Plan	-	2,150,000	2,154,043	0.2%
200 E Betterments	-	140,965	-	-100.0%
700 N Connection	-	-	1,100,000	100.0%
200 S Improvements	-	-	-	0.0%
ADA/Sidewalk Improvements	-	-	20,000	100.0%
Total Streets	1,177,694	2,290,965	3,274,043	42.9%
Parks				
Evergreen Park Irrigation	-	-	21,000	100.0%
Fox Hollow Subsidy	240,000	240,000	240,000	0.0%
Art Dye Park	15,488	-	-	0.0%
Utah County Grant-Art Dye Park	-	14,955	-	-100.0%
State Grant-Boat Harbor	-	9,142	-	-100.0%
PARC-Benches and Trees	4,462	10,000	-	-100.0%
PARC-Quail Hollow Pavillion	-	67,000	-	-100.0%
PARC-Quail Hollow Parking	-	58,000	-	-100.0%
PARC-Art Dye Park	-	656,467	-	-100.0%
PARC-Daughters of Utah Pioneers	-	7,225	-	-100.0%
PARC-Sculpture	-	23,000	-	-100.0%
PARC-North-South Park	-	53,000	-	-100.0%
PARC-Miller Park Parking Lot	-	55,000	-	-100.0%
PARC-Picnic Tables, Trees, Cans	-	18,100	-	-100.0%
PARC-Meadow View Playground	-	66,000	-	-100.0%
PARC-Rotary Park Pavillion	-	96,947	-	-100.0%
PARC-Swing Set Replacements	-	10,000	-	-100.0%
PARC-Easton Dog Park	-	34,309	-	-100.0%
PARC-Evergreen Restrooms	65,613	6,262	-	-100.0%
PARC-Fitness Center Restrooms	153,691	-	-	0.0%
PARC-Miller Park Restrooms	68,184	11,140	-	-100.0%
PARC-Rotary Park	1,500	-	-	0.0%
Total Parks	548,939	1,436,547	261,000	-81.8%

General Capital Projects Fund

Capital Projects Continued				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Cemetery				
Parking Lot-Asphalt		8,998	8,000	-11.1%
Expansion	8,419	171,928	41,200	-76.0%
Total Cemetery	8,419	180,926	49,200	-72.8%
Fitness Center				
Deck Drain Replacement	-	13,529	10,000	-26.1%
Revolving Door Replacement	-	-	12,000	100.0%
Facility Paint and Flooring	-	-	10,000	100.0%
Roof Replacement	-	25,000	25,000	0.0%
HVAC Units	-	16,000	20,000	25.0%
LED Lighting Upgrades	-	15,000	20,000	33.3%
ADA Door Openers	-	-	10,000	100.0%
Feasibility Study	-	30,000	-	-100.0%
Total Fitness Center	-	99,529	107,000	7.5%
Fire-Station 52	-	-	323,077	100.0%
Building & Grounds				
HVAC System Replacements	-	-	28,000	100.0%
Library-Carpet Replacement	-	-	15,000	100.0%
Library Chiller	-	55,854	-	-100.0%
Public Works HVAC Replacement	-	13,400	-	-100.0%
Building Security Improvements	-	35,000	-	-100.0%
Police Interview Room Remodel	-	17,359	-	-100.0%
Total Building & Grounds	-	121,613	43,000	-64.6%
TOTAL EXPENDITURES	\$ 1,735,053	\$ 4,129,580	\$ 4,057,320	-1.7%
Transfers Out:				
Transfer to Capital Equipment	-	8,000	-	-100.0%
TOTAL TRANSFERS	-	8,000	-	-100.0%
REVENUES AND TRANSFERS OVER/(UNDER)				
EXPENDITURES	\$ 569,948	\$ (519,179)	\$ (325,661)	

Capital Equipment Fund

FUND DESCRIPTION

The capital equipment fund accounts for equipment purchases other than those purchased by enterprise or internal service fund activities.

BUDGET

Capital Equipment				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Sale of Capital Assets	199,275	-	-	0.0%
Interest Earnings	-	700	-	-100.0%
Capital Lease Proceeds	588,292	-	-	0.0%
TOTAL REVENUES	787,567	700	-	-100.0%
Transfers:				
Transfer From General Fund	751,119	384,203	263,100	-31.5%
Transfer From Fitness Center	-	4,717	-	-100.0%
Transfer From Capital Projects	-	8,000	-	-100.0%
TOTAL TRANSFERS	751,119	396,920	263,100	-33.7%
Expenditures:				
Police				
Vehicles	248,789	-	-	0.0%
Hardware	11,870	-	-	0.0%
Equipment, Radios, & Tasers	-	12,500	15,000	20.0%
Traffic, Patrol, & Investigations	5,399	-	-	0.0%
Storage Shed	-	-	25,000	100.0%
Total Police	266,059	12,500	40,000	220.0%
Fire				
Tech/Rescue Specialized Equipment	-	20,000	20,000	0.0%
Radios	-	66,656	-	-100.0%
X-Series 12 Lead Zolls	-	-	102,000	100.0%
Burn Prop	-	50,000	10,000	-80.0%
Cascade Air System	-	70,000	-	-100.0%
Fire & Ambulance Equipment	645,930	-	-	0.0%
Total Fire	645,930	206,656	132,000	-36.1%
Streets				
Loader Lease	-	8,000	8,000	0.0%
Trackhoe Lease	-	-	11,500	100.0%
Backhoe Lease	-	-	8,000	100.0%
Roller Lease	-	-	5,000	100.0%
Concrete Lifting Machine	-	28,476	-	-100.0%
Streets Equipment	232,568	-	-	0.0%
Total Streets	232,568	36,476	32,500	-10.9%

Capital Equipment Fund

Capital Equipment Continued				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Engineering	12,565	-	-	0.0%
Building Inspection	23,936	-	-	0.0%
Parks				
Excavator Lease	-	8,200	-	-100.0%
Mower Lease	-	15,100	-	-100.0%
UTV	-	5,000	5,000	0.0%
Bleacher Replacement	-	10,000	-	-100.0%
PARC Matching Funds	-	50,000	-	-100.0%
Parks Equipment	81,088	-	-	0.0%
Christmas Decorations	9,181	-	-	0.0%
Total Parks	90,269	88,300	5,000	-94.3%
Cemetery				
Backhoe Lease	-	6,500	8,600	32.3%
Excavator Lease	24,917	-	8,500	100.0%
Mower	-	-	16,500	100.0%
Equipment	47,891	-	-	0.0%
Total Cemetery	72,807	6,500	33,600	416.9%
Fitness Center				
Pool Start Blocks	-	12,988	-	-100.0%
Cardio Equipment	-	24,200	20,000	-17.4%
Equipment	9,296	-	-	0.0%
Total Fitness Center	9,296	37,188	20,000	-46.2%
Library-Furniture	11,738	10,000	-	-100.0%
Lease Payments				
Principal	163,162	-	-	0.0%
Interest	10,356	-	-	0.0%
Total Capital Lease Payments	173,518	-	-	0.0%
TOTAL EXPENDITURES	\$ 1,538,686	\$ 397,620	\$ 263,100	-33.8%
REVENUES AND TRANSFERS OVER/(UNDER)				
EXPENDITURES	\$ 0	\$ -	\$ -	

Impact Fee Funds

FUND DESCRIPTION

The Impact Fee Capital Project funds account for fees charged to property developers for the new infrastructure that must be built or increased due to new property development. Each impact fee type is separated into its own fund for greater tracking and accountability.

BUDGET

Park Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Financing Sources				
Revenues:				
Impact Fees	1,294,180	2,000,000	2,000,000	0.0%
Interest Earnings	-	44,000	37,000	-15.9%
TOTAL REVENUES	1,294,180	2,044,000	2,037,000	-0.3%
Expenditures:				
Impact Fee Analysis	-	5,434	-	-100.0%
Easton Park	-	7,951	-	-100.0%
Parking Lots	-	50,000	-	-100.0%
Art Dye Improvements	-	200,000	-	-100.0%
Park Impact Fee Projects	28,743	-	-	0.0%
TOTAL EXPENDITURES	\$ 28,743	\$ 263,385	\$ -	-100.0%
Transfers Out:				
Transfer to Debt Service Fund	267,700	335,226	387,811	15.7%
TOTAL TRANSFERS	267,700	335,226	387,811	15.7%
REVENUES AND TRANSFERS OVER/(UNDER)				
EXPENDITURES	\$ 997,737	\$ 1,445,389	\$ 1,649,189	
Roads Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Financing Sources				
Revenues:				
Impact Fees	1,492,406	1,910,000	2,000,000	4.7%
Interest Earnings	-	41,000	31,000	100.0%
TOTAL REVENUES	1,492,406	1,951,000	2,031,000	4.1%
Expenditures:				
Impact Fee Analysis	-	19,349	-	-100.0%
Road Impact Fee Projects	165,914	-	-	0.0%
700 North-Grant Match	-	-	80,000	100.0%
700 North-Land Acquisition	-	-	272,000	100.0%
Developer Reimbursement	-	60,000	-	-100.0%
TOTAL EXPENDITURES	\$ 165,914	\$ 79,349	\$ 352,000	343.6%
REVENUES AND TRANSFERS OVER/(UNDER)				
EXPENDITURES	\$ 1,326,492	\$ 1,871,651	\$ 1,679,000	

Impact Fee Funds

BUDGET

Fire Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Impact Fees	317,014	280,540	330,000	17.6%
Interest Earnings	-	10,500	8,900	-15.2%
TOTAL REVENUES	317,014	291,040	338,900	16.4%
Expenditures:				
Station 52 Engineering & Design	-	175,000	-	-100.0%
Impact Fee Analysis	-	5,434	-	-100.0%
Impact Fee Projects	43,731	-	-	0.0%
TOTAL EXPENDITURES	\$ 43,731	\$ 180,434	\$ -	-100.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ 273,284	\$ 110,606	\$ 338,900	
Police Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Impact Fees	404,553	260,000	300,000	15.4%
Interest Earnings	-	13,000	12,300	100.0%
TOTAL REVENUES	404,553	273,000	312,300	14.4%
Expenditures:				
Impact Fee Analysis	941	5,434	-	-100.0%
TOTAL EXPENDITURES	\$ 941	\$ 5,434	\$ -	-100.0%
Transfers Out:				
Transfer to Capital Projects	-	-	323,077	100.0%
TOTAL TRANSFERS	-	-	323,077	100.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ 403,612	\$ 267,566	\$ (10,777)	

FUND DESCRIPTION

The Meadows fund accounts for the accumulation and expenditure of resources for the City's obligations to the Woodbury Corporation for the development of the Meadows shopping destination located on the western side of the City.

BUDGET

Meadows Fund				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Transfer In - General Fund	70,000	-	70,000	100.0%
TOTAL REVENUES	70,000	-	70,000	100.0%
Expenditures:				
Developer Obligations	-	-	70,000	100.0%
TOTAL EXPENDITURES	\$ -	\$ -	\$ 70,000	100.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ 70,000	\$ -	\$ -	



Sign for "The Meadows," a Regional Shopping Destination

Permanent Fund Budget



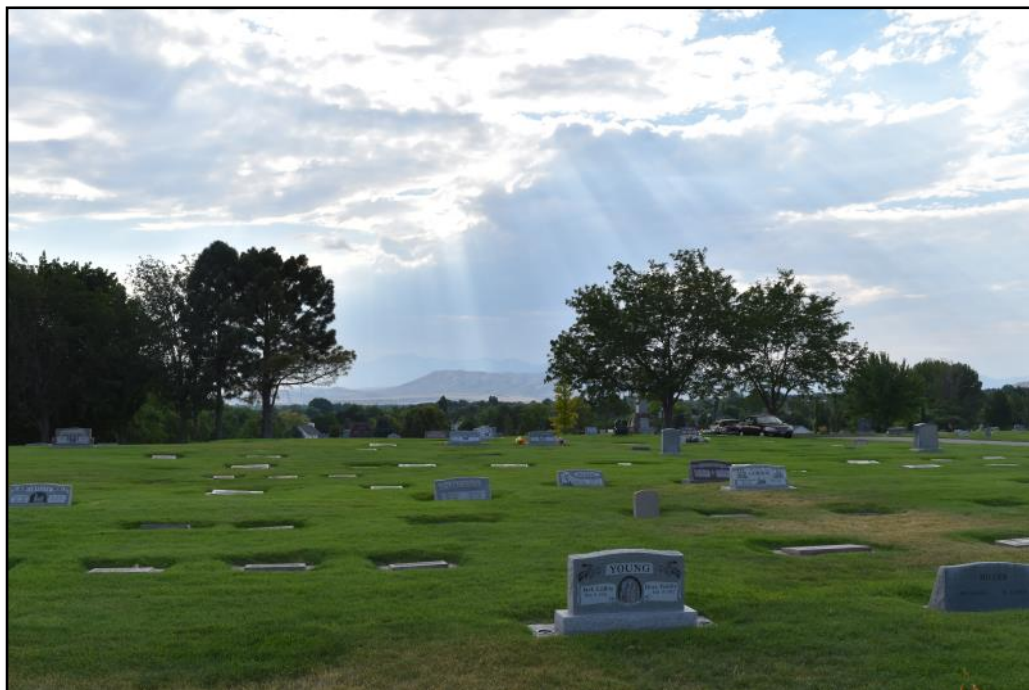
Perpetual Care Trust Fund

FUND DESCRIPTION

The perpetual care trust fund is a permanent fund used to hold and manage funds for the purpose of maintenance and upkeep of the City's cemetery. Revenues come from sales of graves and interest earnings. Interest earned on idle funds is transferred to the general fund to offset upkeep of the cemetery.

BUDGET

Perpetual Care Trust Fund				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Perpetual Care	20,000	19,200	20,600	7.3%
Interest Earnings	16,737	3,800	3,500	-7.9%
Loan Payment-Lot Sales	13,758	35,000	25,750	-26.4%
TOTAL REVENUES	50,495	58,000	49,850	-14.1%
Expenditures:				
Transfer to General Fund	1,787	3,800	3,500	-7.9%
TOTAL EXPENDITURES	\$ 1,787	\$ 3,800	\$ 3,500	-7.9%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	48,708	54,200	46,350	



City Cemetery

Enterprise Funds Budgets



Public Works—Culinary and Secondary Irrigation Water



DEPARTMENT DESCRIPTION

The Culinary and Secondary Irrigation water divisions provide the citizens of American fork with clean water (for culinary purposes) and secondary irrigation water for outside water needs.

DEPARTMENT ACCOMPLISHMENTS

- Facility operations and maintenance, including:
 - ⇒ 2 Springs
 - ⇒ Chlorinator
 - ⇒ Upper/lower tanks
 - ⇒ Race track well
 - ⇒ Boley well
 - ⇒ Country club well
 - ⇒ Golf course well
 - ⇒ Hospital well
 - ⇒ 10 PRV's (pressure reducing valves)
 - ⇒ Upper/lower ponds
 - ⇒ Upper and lower filter stations
 - ⇒ CUP filter station
 - ⇒ 10 flood turnouts
- Replaced upper pressurized irrigation filter station amiad filters with building.
- Upper east tank lid replacement.
- CDBG Phase 5 water line project.
- 200 East State Street 36" water line project.
- Utah Valley Drive project (replaced/added valves)
- Holiday Inn/Utah Valley drive water line (replaced old line with new 8" line).

Public Works—Culinary and Secondary Irrigation Water

DEPARTMENT GOALS

- ⇒ Chlorination system/building update capital project.
- ⇒ Repair cracks on wall of upper tanks.
- ⇒ Repair section of spring line with 16" HDPE pipe.
- ⇒ CDBG Phase 6 water line project.
- ⇒ Investigate SCADA system upgrades/updates needed.

OPERATING INDICATORS

- **Culinary water repairs**—87
- **Pressurized Irrigation repairs**—23
- **Work orders**—3,200
- **Blue staking**—4,600
- **Sampling**—384 routine samples
- **Meter Reading**—February, May, August, and November



Trail in American Fork

Public Works—Culinary and Secondary Irrigation Water

BUDGET—CULINARY WATER AND CULINARY WATER IMPACT

Culinary Water				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Water Sales	4,316,570	4,450,000	4,660,750	4.7%
Connection Fee	207,893	290,000	190,000	-34.5%
Late Fee	4,809	153,000	140,000	-8.5%
Intergovernmental	410,934	360,000	2,950,000	719.4%
Miscellaneous	6,897	65,000	55,000	-15.4%
Note Receivable	34,047	42,000	38,000	-9.5%
Interest Earnings	52,545	73,378	50,000	-31.9%
Sale of Capital Assets	3,100	-	-	0.0%
Developer Contributions	5,047,309	-	-	0.0%
TOTAL REVENUES	10,084,104	5,433,378	8,083,750	48.8%
Transfers:				
Transfer From General Fund	-	22,727	-	-100.0%
TOTAL TRANSFERS	-	22,727	-	-100.0%
Expenditures:				
Salaries & Wages	510,795	371,684	439,762	18.3%
Subscriptions & Memberships	1,430	1,600	1,600	0.0%
Education & Travel	4,584	4,089	3,750	-8.3%
Postage	19,502	14,947	10,000	-33.1%
Equipment Supplies & Maintenance	46,437	35,000	15,000	-57.1%
Insurance	44,360	50,000	53,000	6.0%
Utilities	207,288	203,837	208,520	2.3%
Professional & Technical	163,264	100,000	70,000	-30.0%
Clothing	1,800	1,600	1,600	0.0%
Debris Hauling	2,898	5,000	5,000	0.0%
Department Supplies	203,910	107,000	110,000	2.8%
Blue Stakes	-	11,689	5,000	-57.2%
CUP-Water Assessment and Fees	768,973	1,285,365	850,000	-33.9%
Developer Fees for Water Rights	8,097	-	-	0.0%
Administrative Charges	409,000	409,000	403,096	-1.4%
Credit Card & Bank Processing Fees	-	30,000	25,000	-16.7%
No Fault Liability Claims	-	31,105	50,000	60.7%
Backhoe Lease	-	-	16,500	100.0%
Land Lease	3,540	7,430	4,000	-46.2%
Equipment	32,085	6,500	-	-100.0%
Meter Replacement	34,408	165,000	75,000	-54.5%
Depreciation	855,897	-	-	0.0%

Public Works—Culinary and Secondary Irrigation Water

Culinary Water Continued				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Capital Projects				
Water Line Projects	15,872	93,811	300,000	219.8%
Water Line Replacement	(16,697)	1,720,000	-	-100.0%
Water Line Replacement-CDBG	-	545,000	471,700	-13.4%
Chlorinator Replacement	-	438,552	-	-100.0%
Water System Improvements	9,010	-	-	0.0%
Spring Line Replacement	-	-	6,000,000	100.0%
36" Water Line	-	-	1,000,000	100.0%
500 E-1100 E Utility Betterments	-	-	250,000	100.0%
Main & State-300 W Main Utility Betterments	-	-	250,000	100.0%
Upper Tank Rehabilitation	-	-	100,000	100.0%
TOD Well	-	-	100,000	100.0%
Debt Service				
Principal-2012 Water Revenue	-	34,000	35,000	2.9%
Interest-2012 Water Revenue	17,485	18,077	17,162	-5.1%
Trustee Fees-2012 Water Revenue	-	-	2,500	100.0%
Fleet Purchases	-	86,000	-	-100.0%
Fleet Operations & Maintenance	-	23,813	20,000	-16.0%
TOTAL EXPENDITURES	\$ 3,343,939	\$ 5,800,099	\$ 10,893,190	87.8%
Transfers Out:				
Transfer to Debt Service Fund	46,100	46,500	-	-100.0%
TOTAL TRANSFERS	46,100	46,500	-	-100.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ 6,694,065	\$ (390,494)	\$ (2,809,440)	
Culinary Water Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Impact Fees	668,813	755,102	960,000	27.1%
TOTAL REVENUES	668,813	755,102	960,000	27.1%
Expenditures:				
Impact Fee Analysis	-	5,434	-	-100.0%
TOTAL EXPENDITURES	\$ -	\$ 5,434	\$ -	-100.0%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 668,813	\$ 749,668	\$ 960,000	

Public Works—Culinary and Secondary Irrigation Water

BUDGET—SECONDARY IRRIGATION WATER AND SECONDARY IRRIGATION WATER IMPACT

Secondary Water				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Water Sales	2,443,023	2,660,500	2,590,000	-2.6%
Connection Fee	75,175	70,000	60,000	-14.3%
Miscellaneous	12,053	13,000	-	-100.0%
Interest Earnings	4,131	678	500	-26.3%
Developer Contributions	269,000	27,000	-	0.0%
TOTAL REVENUES	2,803,382	2,771,178	2,650,500	-4.4%
Expenditures:				
Salaries & Wages	209,956	212,988	285,936	34.2%
Education & Travel	278	2,673	-	-100.0%
Postage	12,611	8,424	8,500	0.9%
Equipment Supplies & Maintenance	294	10,500	10,000	-4.8%
Insurance	19,489	19,827	21,200	6.9%
Utilities	101	800	-	-100.0%
Professional & Technical	4,556	3,400	20,000	488.2%
Clothing	800	800	-	-100.0%
Department Supplies	11,185	25,000	40,000	60.0%
Administrative Charge	-	-	251,214	100.0%
Credit Card & Bank Processing Fees	-	16,600	15,000	-9.6%
Depreciation	1,200,216	-	-	0.0%
Equipment	-	78,540	-	-100.0%
Capital Projects				
Secondary Irrigation Improvements	-	67,000	-	-100.0%
Debt Service				
Principal-2008 General Obligation Bonds	-	1,150,000	-	-100.0%
Interest-2008 General Obligation Bonds	927,598	57,500	-	-100.0%
Principal-2016 General Obligation Bonds	-	-	1,220,000	100.0%
Interest-2016 General Obligation Bonds	409,720	1,248,250	1,248,250	0.0%
Principal-2015 General Obligation Bonds	-	280,000	290,000	3.6%
Interest-2015 General Obligation Bonds	120,990	230,038	221,638	-3.7%
Trustee Fees	2,000	1,500	2,000	33.3%
Fleet Operations & Maintenance	-	-	4,500	100.0%
TOTAL EXPENDITURES	\$ 2,919,794	\$ 3,413,840	\$ 3,638,238	6.6%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	\$ (116,412)	\$ (642,662)	\$ (987,738)	
Secondary Water Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Impact Fees	911,942	820,000	1,000,000	22.0%
TOTAL REVENUES	911,942	820,000	1,000,000	22.0%
Expenditures:				
Impact Fee Analysis	941	5,434	-	-100.0%
Developer Reimbursement	-	4,079	-	-100.0%
TOTAL EXPENDITURES	\$ 941	\$ 9,513	\$ -	-100.0%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 911,001	\$ 810,487	\$ 1,000,000	

Public Works—Culinary and Secondary Irrigation Water

STAFFING—CULINARY WATER

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Water Superintendent	-		0.50
Water System Lead Operator	1.00	1.00	0.50
Water System Operators	1.00	1.00	1.50
Water/Pressurized Irrigation Specialist	-	-	0.50
Engineer	1.00	-	-
Project Manager	1.00	1.00	-
Public Infrastructure Manager	-	-	0.25
Water Meter Specialist	1.00	1.00	1.00
TOTAL FULL-TIME	5.00	4.00	4.25
Part-Time			
Water Meter Specialist	-	1.00	1.00
TOTAL PART-TIME	-	1.00	1.00
TOTAL CULINARY WATER	5.00	5.00	5.25

STAFFING—SECONDARY WATER

Position	FY2017	FY2018	FY2019 Approved
FULL-TIME			
Water Superintendent	1.00	1.00	0.50
Water System Lead Operator	-	-	0.50
Water System Operators	-	-	1.50
Water/Pressurized Irrigation Specialist	1.00	1.00	0.50
Public Infrastructure Manager	-	-	0.25
TOTAL SECONDARY IRRIGATION	2.00	2.00	3.25

Staffing Notes:

⇒ Personnel allocations in fiscal year 2019 between culinary & secondary water funds changed per allocation study.

Public Works—Sewer and Storm Drain



DEPARTMENT DESCRIPTION

The Sewer and Storm Drain divisions of the Public Works department are responsible for elimination of waste within the City.

DEPARTMENT ACCOMPLISHMENTS

- Sliplined a total of 4,600 feet of pipe with 22 top hats, which will stop an estimated 30 gpm of infiltration.
- Laid 250' of new main line at 100 E Parkside Cir.
- Injected 8 manholes to stop an estimated 20 gpm of infiltration.
- Lowest year since 1999 for sewer flow due to stop infiltration program.
- Completed 860 E 1100 S basin.
- Eliminated two outfall lines that dumped directly into the river.

Public Works—Sewer and Storm Drain

DEPARTMENT GOALS

- | | |
|---|---|
| ⇒ Continue pipe bursting from Pacific Dr to 400 N/400 E. | ⇒ Develop a rehabilitation program on concrete in the river. |
| ⇒ Continue yearly sliplining projects. | ⇒ Clean 20 percent of American Fork outfalls (boxes that flow directly into the river). |
| ⇒ Get proper measurements and GIS all manholes to help with elevation on sewer master plan. | ⇒ Add boxes and sumps to areas that have excessive pooling. |

OPERATING INDICATORS

- | | |
|--|--|
| • Sewer line cleaning —109,800 feet | • TSSD line camera —66,081 |
| • Sewer line camera —41,450 feet | • SWPPP inspections —792 |
| • Inspections —113 residential sewer laterals | • Parking lot inspections —260 |
| • Sewer main backups —0 | • City-owned building inspections/cleanings —24 |
| • TSSD line cleaning —472,450 feet | • Boxes and sumps cleaning —36 |



Mount Timpanogos

Public Works—Sewer and Storm Drain

BUDGET—SEWER AND SEWER IMPACT FEE

Sewer				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Sewer Sales	4,720,359	4,749,100	4,891,000	3.0%
Connection Fee	94,265	85,000	92,000	8.2%
Miscellaneous	20,758	366	500	36.6%
Interest Earnings	26,664	39,000	40,000	2.6%
Sale of Capital Assets	5,578	-	-	0.0%
Developer Contributions	309,863	-	-	0.0%
TOTAL REVENUES	5,177,487	4,873,466	5,023,500	3.1%
Expenditures:				
Salaries & Wages	461,151	389,436	269,076	-30.9%
Education & Travel	4,537	2,000	2,750	37.5%
Postage	12,233	15,768	9,000	-42.9%
Equipment Supplies & Maintenance	18,094	7,000	5,000	-28.6%
Insurance	38,978	40,000	42,400	6.0%
Telephone	-	3,500	4,440	100.0%
Professional & Technical	15,177	75,000	5,000	-93.3%
Clothing	2,000	1,600	1,000	-37.5%
Debris Hauling	5,126	2,500	2,500	0.0%
Department Supplies	25,800	23,000	20,000	-13.0%
Timpanogos Special Service District	2,758,131	2,881,000	2,900,000	0.7%
Administrative Charges	409,000	409,000	302,286	-26.1%
Credit Card & Bank Processing Fees	-	32,000	25,000	-21.9%
No Fault Insurance Claims	-	-	15,000	100.0%
Operations & Maintenance	3,312	46,200	50,000	8.2%
Depreciation	413,959	-	-	0.0%
Trackhoe Lease	-	-	11,500	100.0%
Capital Projects				
Sewer Lining	3,538	165,700	300,000	81.1%
Sewer Bursting	-	-	200,000	100.0%
Fleet Operations & Maintenance	-	33,000	9,000	-72.7%
TOTAL EXPENDITURES	\$ 4,171,036	\$ 4,126,704	\$ 4,173,952	1.1%
Transfers Out:				
Transfer to Debt Service Fund	46,100	46,500	-	-100.0%
TOTAL TRANSFERS	46,100	46,500	-	-100.0%
REVENUES AND TRANSFERS OVER/(UNDER)				
EXPENDITURES	960,351	700,262	849,548	
Sewer Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Impact Fees	315,228	385,794	450,000	16.6%
Interest Earnings	-	12,000	10,000	100.0%
TOTAL REVENUES	315,228	397,794	460,000	15.6%
Expenditures:				
Impact Fee Analysis	-	5,434	-	-100.0%
Developer Reimbursement	-	5,794	-	-100.0%
TOTAL EXPENDITURES	\$ -	\$ 11,228	\$ -	-100.0%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 315,228	\$ 386,566	\$ 460,000	

Public Works—Sewer and Storm Drain

BUDGET—STORM DRAIN AND STORM DRAIN IMPACT

Storm Drain				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Storm Drain Fee	1,136,912	1,200,000	1,224,000	2.0%
Development Fee	3,780	3,000	-	-100.0%
SWPPP Citations	-	5,000	6,000	20.0%
Miscellaneous	20,837	-	-	0.0%
Interest Earnings	21,969	16,800	15,000	-10.7%
Developer Contributions	260,318	10,000	-	-100.0%
TOTAL REVENUES	1,443,817	1,234,800	1,245,000	0.8%
Expenditures:				
Salaries & Wages	180,679	244,829	247,444	1.1%
Education & Travel	3,457	3,000	-	-100.0%
Postage	690	4,061	6,800	67.4%
Equipment Supplies & Maintenance	10,950	6,036	5,000	-17.2%
Insurance	39,619	44,206	47,700	7.9%
Professional & Technical	19,787	20,000	5,000	-75.0%
Clothing	400	1,200	-	-100.0%
Debris Basin	7,500	7,500	7,500	0.0%
Debris Hauling	2,971	1,500	500	-66.7%
Department Supplies	36,770	20,000	20,000	0.0%
Administrative Charge	250,000	250,000	246,082	-1.6%
Credit Card & Bank Processing Fees	-	8,000	6,500	-18.8%
No Fault Insurance Claims	-	-	15,000	100.0%
Equipment	314	-	-	0.0%
Concrete Lifting Machine	-	28,476	-	-100.0%
Depreciation	211,457	-	-	0.0%
Capital Projects				
860 E 1100 S Detention Pond	-	748,999	-	-100.0%
Storm Drain Projects	-	71,524	50,000	-30.1%
Storm Drain Improvements	64,991	-	-	0.0%
Fleet Operations & Maintenance	-	-	2,500	100.0%
TOTAL EXPENDITURES	\$ 829,585	\$ 1,459,331	\$ 660,026	-54.8%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	614,232	(224,531)	584,974	
Storm Drain Impact				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Impact Fees	528,938	285,986	350,000	22.4%
Interest Earnings	-	14,500	12,500	-13.8%
TOTAL REVENUES	528,938	300,486	362,500	20.6%
Expenditures:				
Impact Fee Analysis	-	5,434	-	-100.0%
Project 5-860 East	-	7,052	-	-100.0%
TOTAL EXPENDITURES	\$ -	\$ 12,486	\$ -	-100.0%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 528,938	\$ 288,000	\$ 362,500	

Public Works—Sewer and Storm Drain

STAFFING—SEWER DEPARTMENT

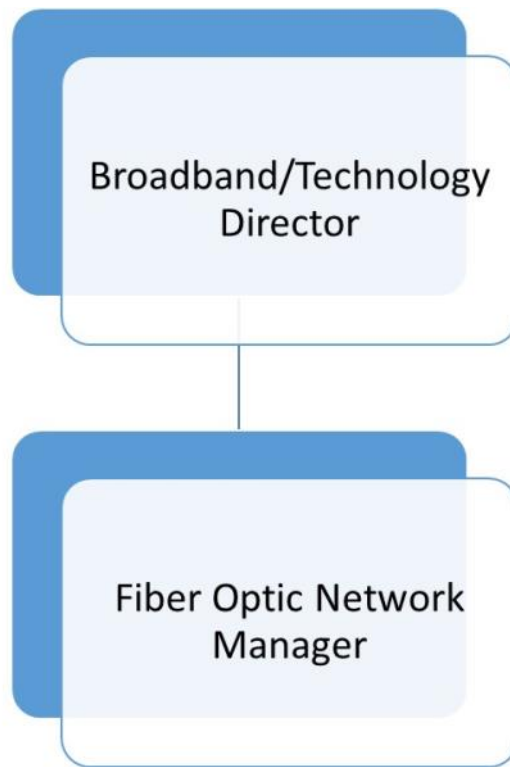
Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Wastewater Superintendent	1.00	1.00	0.50
Wastewater Lead Operator	1.00	-	1.00
Water System Operators	2.00	2.00	-
Wastewater/Stormwater Maintenance Operator	1.00	1.00	1.00
Public Infrastructure Manager	-	-	0.25
TOTAL SEWER DEPARTMENT	5.00	4.00	2.75

STAFFING—STORM DRAIN DEPARTMENT

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Wastewater Superintendent	-	-	0.50
Wastewater Operators	1.00	2.00	-
Wastewater/Stormwater Maintenance Specialist	1.00	1.00	1.00
Technicians	-	-	1.00
Public Infrastructure Manager	-	-	0.25
TOTAL STORM DRAIN DEPARTMENT	2.00	3.00	2.75

Staffing Notes:

⇒ Personnel allocations in fiscal year 2019 between sewer and storm drain funds changed per allocation study.



DEPARTMENT DESCRIPTION

The Broadband department is responsible for maintaining the remaining broadband system owned by the City. The Broadband fund has operated in a deficit for a number of years. Fiscal year 2019 will be the first time the fund is subsidized by the General Fund. The original broadband system was comprised of a residential network system that covered a large portion of the City. Over the past few years, the City has sold off major portions of the broadband system, including the residential internet section. The proposed budget includes a feasibility study for the City's remaining interest in the broadband system. The City has contractual obligations under lease agreements to maintain the system.

Broadband Fund

BUDGET

Broadband				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Internet Connection-City	44,100	44,100	44,100	0.0%
Leasing Fiber Lines	98,928	95,000	85,000	-10.5%
Sale of Capital Assets	-	147,911	-	-100.0%
Administrative Charge-General Fund	-	-	22,435	100.0%
Administrative Charge-Fitness Center	-	-	1,083	100.0%
Administrative Charge-Sewer Fund	-	-	433	100.0%
Administrative Charge-Culinary Water Fund	-	-	831	100.0%
Interest Earnings	1,852	-	-	0.0%
Transfer From General Fund	-	-	251,723	100.0%
TOTAL REVENUES	144,880	287,011	405,605	41.3%
Expenditures:				
Wages & Salaries	252,158	228,711	248,215	8.5%
Utilities	395	500	500	0.0%
Bad Debt Expense	7,891	-	-	0.0%
Equipment Supplies & Maintenance	1,254	-	-	0.0%
Equipment Maintenance Agreement	24	1,500	1,500	0.0%
Insurance	19,489	20,000	21,200	6.0%
Legal Expense	375	-	-	0.0%
Telephone	1,464	1,500	2,340	56.0%
Professional & Technical	4,000	3,122	4,000	28.1%
Feasibility Study	-	-	97,000	100.0%
Pole Fees	35	100	50	-50.0%
Blue Stakes	7,245	5,000	5,000	0.0%
Bandwidth for Connection	8,399	8,500	8,500	0.0%
Uniform	200	200	200	0.0%
Special Department Supplies	271	78	-	-100.0%
Depreciation	47,563	-	-	0.0%
Broadband System	11,010	15,000	15,000	0.0%
Fleet Operations & Maintenance	239	2,800	2,100	-25.0%
TOTAL EXPENDITURES	\$ 362,011	\$ 287,011	\$ 405,605	41.3%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	(217,131)	-	-	

STAFFING

Position	FY2017	FY2018	FY2019 Approved
Full-Time			
Broadband/Technology Director	1.00	1.00	1.00
Fiber Optic Network Manager	1.00	1.00	1.00
TOTAL BROADBAND DEPARTMENT	2.00	2.00	2.00

Contracted Service—Sanitation and Recycling Fund

FUND DESCRIPTION

The Sanitation and Recycling fund is used to account for sanitation and recycling services provided to City residents. These services are provided by an outside contractor. However, the fund is charged for expenses related to billing customers for services provided, and administrative support of the fund. Prior to fiscal year 2018, these functions were accounted for in the General Fund. To encourage better accountability and tracking, these services were moved to an enterprise fund.

BUDGET

Sanitation & Recycling				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Refuse Collection Fees	-	1,071,000	1,092,420	2.0%
Recycling Fees	-	260,100	267,903	3.0%
Interdepartmental Charges	-	-	19,200	100.0%
Interest Earnings	-	2,500	1,900	-24.0%
Transfer From General Fund	-	112,459	-	-100.0%
TOTAL REVENUES	-	1,446,059	1,381,423	-4.5%
Expenditures:				
Recycling Fees	-	330,000	295,000	-10.6%
Waste Disposal/Garbage Pickup	-	561,000	550,000	-2.0%
City Dumpsters	-	34,000	36,000	5.9%
Interdepartmental Expenses	-	-	19,200	100.0%
Solid Waste/Tipping Fees	-	390,000	395,850	1.5%
Administrative Charge-General Fund	-	-	26,003	100.0%
Professional and Technical	-	-	716	100.0%
Credit Card/Bank Processing Fees	-	6,000	6,000	0.0%
Postage	-	7,800	7,800	0.0%
Miscellaneous	-	2,000	15,000	650.0%
TOTAL EXPENDITURES	\$ -	\$ 1,330,800	\$ 1,351,569	1.6%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	-	115,259	29,854	

Internal Service Fund Budgets



Fleet Operations and Maintenance

FUND DESCRIPTION

The Fleet Operations and Maintenance fund accounts for maintenance and repair of the City's vehicles. The fund includes expenditures for vehicle maintenance, repair, and fuel. Revenue for the fund comes from charges to the departments that receive services from the fund. This fund was created in fiscal year 2018.

BUDGET

Fleet Operations & Maintenance				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Charges From General Fund	-	419,400	369,000	-12.0%
Charges From Fitness Center Fund	-	1,000	1,000	0.0%
Charges From Culinary Water	-	23,813	20,000	-16.0%
Charges From Secondary Water	-	-	4,500	100.0%
Charges From Sewer Fund	-	33,000	9,000	-72.7%
Charges From Storm Drain Fund	-	-	2,500	100.0%
Charges From Broadband Fund	-	2,800	2,100	-25.0%
TOTAL REVENUES	-	480,013	408,100	-15.0%
Expenditures:				
Vehicle Maintenance	-	352,583	303,300	-14.0%
Vehicle Repair	-	127,430	104,800	-17.8%
TOTAL EXPENDITURES	\$ -	\$ 480,013	\$ 408,100	-15.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	-	-	-	

Fleet Capital Fund

FUND DESCRIPTION

The Fleet Capital fund accounts for the purchase and disposal of City vehicles. The fund includes not only the purchase of vehicles, but any associated lease payments on fleet vehicles.

BUDGET

Fleet Capital				
	Actual FY2017	Estimated FY2018	Approved FY2019	Percent Change
Revenues:				
Charges From General Fund	-	566,632	75,000	-86.8%
Charges From Culinary Water Fund	-	86,000	-	-100.0%
Capital Lease Proceeds	-	700,000	254,151	-63.7%
Sale of Capital Assets	-	30,000	-	-100.0%
Transfer From General Fund	-	164,225	288,957	76.0%
TOTAL REVENUES	-	1,546,857	618,108	-60.0%
Expenditures:				
Police Vehicles & Upfitting	-	396,632	254,151	-35.9%
Fire Engine	-	700,000	-	-100.0%
Streets Dump Truck	-	200,000	-	-100.0%
Streets Spray Distributor Truck	-	-	75,000	100.0%
Culinary Water Vehicles	-	86,000	-	-100.0%
Capital Lease-Principal	-	153,571	265,946	73.2%
Capital Lease-Interest	-	10,654	23,011	116.0%
TOTAL EXPENDITURES	\$ -	\$ 1,546,857	\$ 618,108	-60.0%
REVENUES AND TRANSFERS OVER/(UNDER) EXPENDITURES	-	-	-	

Glossary



Glossary of Key Terms

ACCRUAL BASIS OF ACCOUNTING—A method of accounting in which revenues and expenditures are recognized at the time they are incurred, as opposed to when cash is received or spent.

AD VALOEM TAX—Taxes levied on both real and personal property according to the property's valuation and the tax rate. Also known as property tax.

ADMINISTRATIVE FEES—Fees allocated to special revenue and proprietary funds to cover support costs incurred by general fund divisions.

ADOPTED BUDGET—The annual budget approved by the City Council that establishes the legal authority for the expenditure of funds in the fiscal year.

ALLOCATION—The assignment of one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other logical measures of use.

APPROPRIATION—Legal authorization granted by the City Council to make expenditures and incur obligations for specific purposes.

ASSESSED VALUATION—A valuation set upon real estate or other property by the Utah County Assessor as a basis for levying property taxes.

AUDIT—A review performed by an independent certified public accountant to form an opinion regarding the legitimacy of transactions and internal controls.

BALANCED BUDGET—A budget in which current revenues equal current expenditures. The state or local government may set the legal requirements for a balanced budget.

BASIS OF BUDGETING—The City's budget is based on the modified accrual basis of accounting for its governmental and proprietary funds. (See modified accrual basis of accounting.)

BOND—A written promise to pay a specified sum of money, called the face value of principal, at a speci-

fied date or dates in the future, called maturity dates, together with periodic interest at a specified rate.

BOND PROCEEDS—Funds received from the sale or issuance of bonds.

BOND RATING—A methodology used to measure the fiscal health of the City. Generally, analyst firms such as Standard and Poor's, Moody's Investor Service, and Fitch Ratings provide bond ratings to municipalities. Bonds rated AAA/Aaa are judged to be the best quality and carry the smallest degree of risk and, together with AA/Aa bonds, comprise high grade bonds. Ratings including "++" or "1" designate the strongest bonds in the rating category. Generally, highly rated bonds result in lower interest rates.

BOND REFINANCING—The payoff and re-issuance of bonds to obtain better interest rates and/or bond conditions.

BOND REFUNDING—The redemption of a bond with proceeds received from issuing lower-cost debt obligations.

BUDGET—A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period and the proposed means of financing them.

BUDGETARY CONTROL—The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

BUILDING AUTHORITY BONDS—Bonds secured by specified asset(s).

CAFR—See Comprehensive Annual Financial Report.

CALL DATE—Date on which a bond can be redeemed before maturity. Earliest date on which bonds can either be paid off or refinanced.

CAPITAL ASSETS—Assets of significant value and having a useful life of several years.

Glossary of Key Terms

CAPITAL CARRYOVERS—Any unspent appropriation for capital projects that are authorized by the City Council to be reappropriated in the following year.

CAPITAL EQUIPMENT—Equipment with an expected life of more than one year, such as automobiles, computers, and furniture.

CAPITAL IMPROVEMENT PROGRAM—An annual, updated plan of capital expenditures for public facilities and infrastructure (buildings, streets, *etc.*), with estimated costs, sources of funding, and timing of work over a period of time.

CAPITAL OUTLAY—Expenditures which result in the acquisition of capital assets.

CAPITAL PROJECT—Projects involving the purchase or construction of capital assets.

CDBG—See Community Development Block Grant.

CERTIFIED TAX RATE—The tax rate that would generate the same amount of revenue as the previous year plus any new growth.

CIP—See Capital Improvement Program.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)—The Housing and Community Development act of 1974 provides funds to cities and counties to develop urban communities and expand economic opportunities principally for low- and moderate-income persons.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)—The audited annual report of the City's financial condition at the conclusion of the fiscal year.

CONSOLIDATED BUDGET—City budget that includes all funds—Governmental and proprietary.

CONSUMER PRICE INDEX (CPI)—A statistical description of price levels provided by the United States Department of Labor. The change in this index from year to year is used to measure the cost of living and economic inflation.

CONTINGENCY—An appropriation of funds to cover unforeseen expenditures which may occur during the budget year.

CPI—See Consumer Price Index.

DEBT SERVICE—The payment of principal, interest, and service charges (trustee fees) related to long-term debt.

DEBT SERVICE FUND—A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

DEFICIT—An excess of expenditures or expenses over revenues.

DEPARTMENT—A major administrative division of the City that indicates overall management responsibility for an operation or group or related operations within a functional area.

DEPRECIATION—Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and obsolescence.

DESIGNATED FUND BALANCE—The portion of a fund balance that has been set aside for a specific purpose by the City Council.

DIVISION—A subsection within a department that provides specific services.

ENCUMBRANCES—Obligations or commitments in the form of purchase orders or contracts, the expenditure/expense of which has not yet occurred.

ENTERPRISE FUND—A fund established to account for operations that are financed and operated in a manner similar to private business enterprises—the services are predominantly self-supported by user charges. Examples are water and sanitation.

EXPENDITURE—The actual spending of governmental funds set aside by appropriation.

Glossary of Key Terms

EXPENSE—The actual spending of proprietary funds set aside by an appropriation.

FISCAL YEAR—The twelve month period of time to which a budget applies. American Fork City's fiscal year is July 1 through June 30.

FRANCHISE TAX—A tax levied at the state level against businesses and partnerships chartered within the state. American Fork charges a 6% franchise tax for electrical and natural gas utilities.

FTE—See Full Time Equivalent.

FULL-TIME EQUIVALENT—The hourly equivalent of a full-time employee. An FTE can be made up either one full-time employee or two or more part-time employees whose total hours equal 2,080 per year (2,766 for firefighters).

FUND—A fiscal or accounting entity with a self-balancing set of accounts established for the purpose of carrying out specific activities in accordance with clearly defined restrictions and/or limitations.

FUND BALANCE—The difference between a fund's assets and its liabilities.

FUNDING SOURCE—Source of money pledged to pay principal and interest.

GAAP—See Generally Accepted Accounting Principles.

GASB—See Governmental Accounting Standards Board.

GENERAL FUND—The primary fund of the City used to account for all financial resources except those identified for special purposes or required to be accounted for in another fund.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)—Uniform minimum standards for financial accounting and reporting.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)—The group that develops standardized reporting for governmental entities.

GENERAL OBLIGATION BONDS—Bonds used for various purposes and repaid by the regular revenue raising powers of the City.

GRANT—Contributions, gifts, or assets from another government entity to be used or expended for a specific purpose, activity, or facility.

HAIRCUT PROVISION—Utah code related to redevelopment areas that allows portions of tax increment to be allocated and spent toward recreational purposes.

IMPACT FEES—Fees used to offset the additional burden on City infrastructure caused by new development within the City. The fees are collected and accounted for separately to be used for projects relating to the impact of the additional development.

INFRASTRUCTURE—Facilities or assets on which the continuance and growth of a community depend, such as streets, waterlines, *etc.*

INTERFUND TRANSFERS—Monies transferred from one fund to another to either finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

INTERGOVERNMENTAL REVENUE—Money collected by one level of government and distributed to another level of government.

LONG-TERM DEBT—Debt with a maturity of more than one year after the date of issuance.

MATURITY—The date on which the principal or stated values of investments or debt obligations are due and may be reclaimed.

MERIT/WAGE COMPRESSION INCREASE—Typically government employers recognize performance and increased experience with annual merit increases. Unlike most other government employers, however,

Glossary of Key Terms

American Fork has an open range rather than a step plan. In a step plan, the annual percentage is preset. In an open range it is not. During an economic downturn, employees may not receive merit wage increases, leading to issues with where employees are in their range relative to years of experience and other employees doing the same job function. Compression increases are sometimes needed to adjust individual employees within their range.

MODIFIED ACCRUAL BASIS OF ACCOUNTING—A method of accounting in which revenues are recognized in the period in which they become available and measurable and expenditures are recognized at a time a liability is incurred.

MOTOR VEHICLE FEE—Fee imposed on passenger cars, light trucks, sport utility vehicles, vans, motorcycles, and recreational vehicles and due at time of registration.

OPERATING EXPENDITURES—The cost for materials and equipment required for a department to perform its functions.

OPERATING REVENUES—Funds received by the City as income to pay for ongoing operations.

ORDINANCE—A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

PROPERTY TAX—An ad valorem (according to value) tax based on the fair market value of real property (land and buildings) and personal property (business equipment). Fair market value is determined by Utah County as of January 1 of each year.

RDA—See Redevelopment Agency.

REDEVELOPMENT AGENCY—A separate entity established to revitalize blighted and economically depressed areas of a community and to promote economic growth.

RESERVE—A portion of a fund balance which has been legally segregated for a specific use and is, therefore, not available for further appropriation or expenditure.

RESOLUTION—A special order of the City Council that requires less legal formality and has a lower legal standing than an ordinance.

REVENUES—Sources of income such as taxes used to finance the operation of government.

REVENUE BONDS—Payable from specified revenues such as sales tax or user fees.

SALES TAX—Tax imposed on taxable sales on all final goods. American Fork receives part of the 6.85% sales tax charged in American Fork City.

SPECIAL ASSESSMENT—A tax on property owners who receive a benefit not received by all other taxpayers.

SPECIAL IMPROVEMENT DISTRICT—An area of the City where the property owners come together and vote on incurring the costs of making special improvements to the area (such as putting in custom streetlights). A special improvement district is created and a bond is issued to pay for the project. Then the property owners within the district pay a special assessment in addition to their taxes in order to repay the bond.

SPECIAL REVENUE FUND—Fund used to account for specific revenue sources that are legally restricted to be spent for specified purposes. Examples are fitness center and redevelopment agencies.

TAX BASE—The total taxable value of property within the local government's legal boundaries.

TAX INCREMENT—Property tax that is collected as a result of increased valuation within an RDA area.

TAX RATE—The amount of tax levied for each \$100 of assessed valuation.

Glossary of Key Terms

TAXABLE VALUE—The assessed value of property less exemptions.

TAXES—Compulsory charges levied by a government for the purpose of financing services for the common benefit of the people.

TRANSFERS—Legally authorized intra-city transfers of appropriations from one City fund to another City fund. Revenues and expenditures are accounted for in both funds.

TRUTH IN TAXATION—Legal requirement for Utah cities to hold public hearings in the event the City chooses to adopt a tax rate higher than the certified tax rate.

UNDESIGNATED FUND BALANCE—A portion of a fund balance that has not been designated or reserved for any specific use.

USER FEES—The payment of a fee for direct receipt of a public service by the party benefitting from the service.

CITY OF AMERICAN FORK ADMINISTRATION

51 E MAIN ST

AMERICAN FORK, UT 84003-2381

WWW.AFCITY.ORG